Chatham County

*Effective Job Search Workshops with ESC:*
*Second Wednesday in each month*

**Pittsboro Campus**
*January 25, February 22, March 28, April 25*

**Siler City Center**
*January 11, February 8, March 14, April 11*

**Career Readiness and Employability Lab**
This is a self-paced lab designed to develop employability skills. Students will assess their individual goals, develop a career or educational plan to include job search skills, keyboarding, resume and cover letter preparation and training toward the Career Readiness Certificate. This is a continual open entry open exit lab.

**Course #: C-1725**
**Start • End Date:** 01/18/12 • 04/25/12
**Day:** MW  **Time:** 9:00A – 1:00P
**Cost:** 175.00  **Location Code:** PMC
**Building Location:** Bldg 041 Rm 225
**Instructor:** Kathy Siler

**Computers for the Workplace I – Introduction**
Enhance self-esteem for getting back into the workforce. Assess fears and skills related to using a computer, basic comfort level of computer skills and enhance job seeking skills.

**Course #: C-1724**
**Start • End Date:** 01/17/12 • 04/04/12
**Day:** TW  **Time:** 5:00P – 7:00P
**Cost:** 120.00  **Location Code:** SCC
**Building Location:** Rm 125
**Instructor:** Verbia L. Johnson

**Computer Skills for the Workplace I – Basic**
This course is designed to help the student develop a moderate comfort level of basic computer use skills. It introduces computer terminology, e-mail capability, how to navigate on the internet for the purpose of doing a job search, contacting employers and obtaining employment information.

**Course #: C-1723**
**Start • End Date:** 01/17/12 • 03/15/12
**Day:** TTh  **Time:** 6:00P – 8:00P
**Cost:** 175.00  **Location Code:** SCC
**Building Location:** Rm 231
**Instructor:** Kathy Siler

**Employability Skills for Health Careers**
This class provides employability skills training for unemployed and underemployed adults including, but not limited to, cultural and diversity differences using the Spanish language.

**Course #: C-1726**
**Start • End Date:** 01/24/12 • 03/29/12
**Day:** TTh  **Time:** 6:00P – 8:00P
**Cost:** 120.00  **Location Code:** PMC
**Building Location:** Bldg 042 Rm 204
**Instructor:** Luis Cotto

Harnett County

**C.A.R.E.S**
*(Coaching to Achieve Readiness for Employment Success)*
This course will provide students with a foundation to achieve success in health care careers. In addition, students will prepare for the Career Readiness Certificate.

**Course #: H-1892**
**Start • End Date:** 02/13/12 • 04/23/12
**Day:** M  **Time:** 11:00A – 3:00P
**Day:** F  **Time:** 11:00A – 1:00P
**Cost:** 175.00  **Location Code:** HMC
**Building Location:** Continuing Education Rm 229
**Instructor:** Nicole Brown

**Computer & Employability Skills for the Workplace II**
For students who have mastered the basics of the computer, this course will introduce students to MS Office computer applications to prepare for the job search, create employment documents, and increase employability skills.

**Course #: H-1891**
**Start • End Date:** 01/10/12 • 04/03/12
**Day:** TTh  **Time:** 9:30A – 12:30P
**Cost:** 175.00  **Location Code:** HMC
**Building Location:** Continuing Education Rm 229
**Instructor:** Nicole Brown
Computer Skills for Employment I
Students will develop a moderate comfort level of basic computer use to prepare for job search.
Course #: H-1894
Start • End Date: 01/09/12 • 01/23/12
Day: M–F  Time: 9:00A – 2:30P
Cost: 120.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1889
Start • End Date: 02/01/12 • 02/12/12
Day: TThF  Time: 9:30A – 12:30P
Cost: 120.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Conchita Greene

Employability Skills
Students will develop employment documents, increase technology awareness, and prepare for today’s workplace.
Course #: H-1898
Start • End Date: 05/07/12 • 05/30/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Job Search Club
This course will assist students with creating resumes, completing job applications, job search strategies, and interview preparation.
Course #: H-1890
Start • End Date: 02/15/12 • 03/21/12
Day: W  Time: 1:00P – 3:00P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

S.A.I.L. (Students Achieving in Learning)
This course will introduce students to strategies for the job search process. Students will develop employability skills and prepare for the Career Readiness Certification and they will create employability documents and practice interviewing skills.
Course #: H-1895
Start • End Date: 02/06/12 • 02/27/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1896
Start • End Date: 03/05/12 • 03/28/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1897 (S.A.I.L. Plus)
Start • End Date: 04/02/12 • 04/27/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Lee County
Career Readiness and Pathways
If you are unemployed or underemployed, you can learn the skills you need to find a job. You will explore career opportunities and learn how to find and keep a job. You will learn the skills you need to do your best in school or other job training, like how to take notes, reduce the anxiety of taking tests, and how to prepare for certification training. Registration fee waivers are available for those who qualify.
Course #: L-1168
Start • End Date: 02/28/12 • 03/29/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Career Readiness Certification
Many North Carolina employers now require the Career Readiness Certification (CRC). You can be ready for your next job interview by preparing for and taking the CRC assessment in this class. When you earn your CRC, you have a certificate that you can carry with you when you interview. It proves to your potential employer that you possess specific core skills that are required by the majority of today’s jobs. Registration fees may be waived if you meet the guidelines.
Course #: L-1170
Start • End Date: 01/18/12 • 01/30/12
Day: MW  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer
Career Readiness Lab
You will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. You will also develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course #: L-1166
Start • End Date: 01/18/12 • 05/14/12
Day: MW
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland

Computer Skills for the Workplace
Are you in transition, searching for a job but need better skills to be employable? Develop the skills you need to become comfortable using the computer in the workplace. You will also create résumés, cover letters, and thank-you letters, and use the internet to research labor market information and connect with potential employers. Registration fee waivers are available for those who qualify.

Course #: L-1167
Start • End Date: 01/17/12 • 02/23/12
Day: TTh
Cost: 120.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Course #: L-1169
Start • End Date: 04/03/12 • 05/10/12
Day: TTh
Cost: 120.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Direct Care Basics
Explore career opportunities for home care, as well as the skills you need to find and keep a job, including communication and management skills. With completion of this course, you can seek employment as a personal care aide, or continue your studies to become a Home Care Nurse Aide. This is Part II of the new Personal and Home Care Aide training. You must complete Part I, Direct Care Workforce Introduction, to be eligible for this course. Tuition assistance is available.

Course #: L-1190
Start • End Date: 03/26/12 • 05/09/12
Day: MW
Cost: 120.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Direct Care Workforce Introduction
Begin your exploration of the field of Home Health Care and learn valuable employment skills. This is Part I of the new Personal and Home Care Aide training that can lead to several levels of employment. Tuition assistance is available.

Course #: L-1189
Start • End Date: 03/12/12 • 03/21/12
Day: MW
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Skills for Success
Increase your chances of being hired in your new field by learning professionalism, proper attire, behavior and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. You will learn job seeking and retention skills, communication, and problem solving skills. The Career Readiness Certification evaluation is administered at the end of class. You are required to take this course if you register for a Health Occupations class in Chatham and Lee counties unless you have previously completed the course and received a CRC certification. If so, you must bring proof to registration. For more information, please refer to the Health Occupations section.