

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:** 2:00P – 5:00P

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

Course #: H-1893

Start • End Date: 03/05/12 • 05/09/12

Day: MW **Time:** 5:45P – 8:45P

Cost: 175.00 **Location Code:** HMC

Building Location: Continuing Education Rm 229

Instructor: Conchita Greene

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: TWTh **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: 01/05/12 • 02/01/12

Day: TWThF **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 **Time:** 9:00A – 2:00P

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 resumés, 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 **Time:** 9:00A – 1:00P

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 **Time:** 9:00A – 1:00P

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 **Time:** 9:00A – 1:00P

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 **Time:** 9:00A – 1:00P

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.