Human Resources Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. HRD courses are offered in short classes to equip you with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in your job. Course fees are waived for qualified participants. Qualified participants are unemployed, have been notified of a lay-off, or underemployed. Underemployed persons are working part time and/or are eligible for the Federal Earned Income Tax Credit.

HRD: Chatham

Basic Computer Skills for the Workplace
This course provides employability skills training for unemployed and underemployed adults. Will introduce computers and computer terms, basic computer-use skills, navigating the Internet, and search engines.

Course #: C-2721
Start • End Date: 05/17/10 • 08/04/10
Day: MW  Time: 6:00P – 8:00P
Cost: 120.00  Location Code: PMC
Building Location: TBD

Introduction to Computers for the Workplace
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-2718
Start • End Date: 05/18/10 • 06/24/10
Day: TTh  Time: 7:00P – 9:00P
Cost: 65.00  Location Code: SCC
Building Location: Rm 7

Introduction to Computers for the Workplace II
Evaluate past and present strengths and accomplishments. Learn how to complete an application accurately with understanding of how to prepare a résumé. Work on interview process, discuss personality traits, and computer use in the employment process.

Course #: C-2719
Start • End Date: 07/13/10 • 08/18/10
Day: TTh  Time: 7:00P – 9:00P
Cost: 65.00  Location Code: SCC
Building Location: Rm 7

Job Seeker’s Employability Lab
Assessment of each individual’s assets and limitations, development of a positive self-concept, employability skills, communication skills, and problem solving skills.

Course #: C-2720
Start • End Date: 05/18/10 • 08/04/10
Day: TW  Time: 5:00P – 7:00P
Cost: 120.00  Location Code: SCC
Building Location: Rm 7

Pathway to Job Building and Employment Success
This course is designed to help the student overcome employment barriers, build job seeking skills, and prepare to become the best candidate for employment.

Course #: C-2722
Start • End Date: 05/18/10 • 08/05/10
Day: T W Th  Time: 1:00P – 4:00P
Cost: 120.00  Location Code: PMC
Building Location: TBD

For Registration information, refer to page 3. For Location Key, refer to page 6.
Workplace Readiness for Health Careers
A prerequisite for medical classes, this course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-2713
Start • End Date: 05/12/10 • 05/21/10
Day: MTWThF Time: 9:00A – 1:00P
Cost: 120.00 Location Code: PMC
Building Location: TBD

Course #: C-2714
Start • End Date: 05/24/10 • 06/03/10
Day: MTWTh Time: 5:00P – 9:00P
Cost: 120.00 Location Code: PMC
Building Location: TBD

Course #: C-2715
Start • End Date: 06/21/10 • 06/30/10
Day: MTWTh Time: 9:00A – 1:00P
Cost: 120.00 Location Code: SCC
Building Location: TBD

Course #: C-2716
Start • End Date: 07/06/10 • 07/15/10
Day: MTWTh Time: 5:00P – 9:00P
Cost: 120.00 Location Code: PMC
Building Location: TBD

Computer Skills for Employment I
Develop a moderate comfort level of basic computer use to prepare for the job search.

Course #: H-2873
Start • End Date: 05/18/10 • 06/15/10
Day: TWTh Time: 9:30A – 12:00N
Cost: 120.00 Location Code: HMC
Building Location: Con Ed Rm 229

Keyboarding for Employment
Participants will learn the alphabetic keyboard and proper reaches to numeric and symbol keys. This course will help in mastering the keyboard to create documents for employment. Basic computer knowledge is required.

Course #: H-2872
Start • End Date: 06/22/10 • 07/29/10
Day: TWTh Time: 9:30A – 12:00N
Cost: 120.00 Location Code: HMC
Building Location: Con Ed Rm 229

Money Smart
Along with the FDIC program, learn about budgeting, credit cards, saving money, employee benefits, and much more.

Course #: H-2874
Start • End Date: 08/02/10 • 08/13/10
Day: MTWThF Time: 9:30A – 12:30P
Cost: 120.00 Location Code: HMC
Building Location: TBD

HRD: Harnett

Career Readiness Lab
Prepare for the WorkKeys® Assessments. Work at an individual pace to improve workplace skills in the areas of Applied Mathematics, Reading for Information, and Locating Information. Work on employability documents.

Course #: H-2871
Start • End Date: 05/17/10 • 08/05/10
Day: MTWTh Time: 1:00P – 5:00P
Cost: 175.00 Location Code: HMC
Building Location: TBD

WorkKeys Testing
Pre-registration required one week prior to testing.

Start Dates:
05/24/10 Time: 9:00A – 2:00P
06/28/10 Time: 9:00A – 2:00P
07/26/10 Time: 9:00A – 5:00P
Location Code: TBD
HRD: Lee

Career Readiness and Pathways
This course provides employability skills training for unemployed and underemployed adults. Topics to be covered include career exploration, job seeking and keeping skills, entry-level skill awareness and development, training strategies including note-taking, test-taking, reducing test anxiety and stress, and preparation for certification or placement tests.

Course #: L-2166
Start • End Date: 05/18/10 • 06/17/10
Day: TTh  Time: 9:00A – 2:00P
Cost: 120.00  Location Code: LLC
Building Location: Main Bldg Rm 118

Computer Skills for the Workplace
Students who are in transition from one job to another will learn skills to make the students comfortable in using the computer in the workplace. Students will create résumés, cover letters, and thank you letters. The Internet will be used to connect with employers and research labor market information.

Course #: L-2168
Start • End Date: 06/22/10 • 07/22/10
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: LLC
Building Location: Main Bldg Rm 118

Lifelong Employability Skills
This course provides employability skills training for unemployed and underemployed adults. Students will learn to develop a positive self concept, effective communication skills, problem solving skills, and awareness of the impact of technology in the workplace.

Course #: L-2167
Start • End Date: 05/17/10 • 08/11/10
Day: MW  Time: 9:00A – 2:00P
Cost: 175.00  Location Code: LLC
Building Location: Main Bldg Rm 118

HRD Mission...
To educate and train individuals for success in the workplace.

For more information, contact
Chatham County: (919) 542-6495, ext. 219
Harnett County: (910) 814-8852
Lee County: (919) 775-2122, ext. 7798
Toll-Free: (800) 682-8353

For Registration information, refer to page 3. For Location Key, refer to page 6.