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**

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

- **Course #:** C-2705
- **Start • End Date:** 05/17/11 • 06/23/11
- **Day:** TTh
- **Time:** 2:00P – 4:00P
- **Cost:** 65.00
- **Location Code:** PMC
- **Building Location:** TBD

- **Course #:** C-2707
- **Start • End Date:** 05/17/11 • 06/23/11
- **Day:** TW
- **Time:** 5:00P – 7:00P
- **Cost:** 65.00
- **Location Code:** SCC
- **Building Location:** Rm TBD

**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-2706
- **Start • End Date:** 06/28/11 • 08/04/11
- **Day:** TTh
- **Time:** 2:00P – 4:00P
- **Cost:** 65.00
- **Location Code:** PMC
- **Building Location:** TBD

**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 health care professional.

- **Course #:** C-2703
- **Start • End Date:** 05/09/11 • 05/19/11
- **Day:** MTWTh
- **Time:** 5:00P – 9:00P
- **Cost:** 120.00
- **Location Code:** PMC
- **Building Location:** TBD

- **Course #:** C-2704
- **Start • End Date:** 05/16/11 • 05/24/11
- **Day:** M–F
- **Time:** 9:00A – 1:00P
- **Cost:** 120.00
- **Location Code:** PMC
- **Building Location:** TBD

- **Course #:** C-2702
- **Start • End Date:** 05/31/11 • 06/13/11
- **Day:** MTWTh
- **Time:** 5:00P – 9:00P
- **Cost:** 120.00
- **Location Code:** SCC
- **Building Location:** TBD

- **Course #:** C-2701
- **Start • End Date:** 06/14/11 • 06/23/11
- **Day:** MTWTh
- **Time:** 9:00A – 1:00P
- **Cost:** 120.00
- **Location Code:** SCC
- **Building Location:** TBD
HRD: Harnett

Computer Skills for Employment I
Students will develop a moderate comfort level of basic computer use to prepare for job search.

Course #: H-2874
Start • End Date: 05/19/11 • 06/16/11
Day: TWTh
Time: 9:30A – 12:30P
Cost: 120.00
Location Code: HMC
Building Location: Continuing Education Rm 229

Keyboarding for the Workplace
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 required.

Course #: H-2875
Start • End Date: 07/12/11 • 08/10/11
Day: TWTh
Time: 9:30A – 12:30P
Cost: 120.00
Location Code: HMC
Building Location: Continuing Education Rm 229

Next Step Pathways for Success II
Students will focus on effective communication skills, problem solving skills, and preparation for the Career Readiness Certification and/or other certification/placement tests.

Course #: H-2873
Start • End Date: 05/16/11 • 08/10/11
Day: MTWTh
Time: 1:00P – 5:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
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-2174
Start • End Date: 06/06/11 • 06/29/11
Day: MW
Time: 9:00A – 2:00P
Cost: 120.00
Location Code: LLC
Building Location: Main Bldg Rm 118

Course #: L-2175
Start • End Date: 07/11/11 • 08/10/11
Day: MW
Time: 9:00A – 1:00P
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-2176
Start • End Date: 05/31/11 • 06/30/11
Day: TTh
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: LLC
Building Location: Main Bldg Rm 118

Course #: L-2177
Start • End Date: 07/12/11 • 08/11/11
Day: TTh
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: LLC
Building Location: Main Bldg Rm 118

Workplace Readiness for Health Careers (HRD/CRC)
Students will learn professionalism, proper attire, behavior, and responsibilities expected of healthcare professionals. Job seeking and retention skills, communication, and problem solving skills will also be taught. Students will take the Career Readiness Certification evaluation. This course is required for students taking any Health Occupations class. See specific Health Occupations classes for dates and times of corresponding HRD/CRC course.

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

For more information, contact
Chatham County: (919) 545-8047
Harnett County: (910) 814-8852
Lee County: (919) 775-2122 ext. 7798
Toll-Free: (800) 682-8353

North Carolina Career Readiness Certificate
If you want to show employers that you have the skills necessary for various occupations, earn the North Carolina Career Readiness Certificate which is based upon results of ACT’s WorkKeys Assessments, Reading for Information, Applied Mathematics, and Locating Information. The three levels of the certificates are Bronze, Silver, and Gold. Various jobs require different levels of certification. Referred to as the CRC, the certificate is a portable credential that complements a high school diploma or a college degree. Having a CRC can improve opportunities for careers or advancement. Contact Patricia Stone-Hackett for more information: (919) 777-7716 or pstone-hackett@cccc.edu