Fee waiver available for HRD classes for adults unemployed, underemployed, or working and eligible for the federal earned income tax credit or earning wages at or below 200% of the federal poverty guidelines or received notice of a lay-off.

Chatham County

Basic Computer Skills for the Workplace
Students will be taught basic computer skills at a relaxed pace all the while developing employability skills. Focus of the class will be to improve keyboarding abilities and increase the students’ comfort level with computers. Emphasis will be on the role of technology in the workplace. Class projects will include creating a resume, preparing a cover letter, learning how to prepare an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

Course #: C-2720, Hours: 54
Start • End Date: 05/17/12 • 07/17/12
Day: TTh Time: 2:00P – 5:00P
Cost: 175.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD
Instructor: Kathy Siler

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-2722, Hours: 84
Start • End Date: 05/16/12 • 08/01/12
Day: MW Time: 9:00A – 1:00P
Cost: 175.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 222
Instructor: Kathy Siler

Computer Skills for the Workplace I
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-2721, Hours: 48
Start • End Date: 05/16/12 • 08/08/12
Day: TW Time: 5:00P – 7:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 231
Instructor: LaDonne Johnson

Effective Job Search
Become familiar with different job search strategies. Get tips on answering interview questions and job hunting techniques. Discover what employers are looking for!

Seminar Date: 05/09/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 05/23/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Seminar Date: 06/13/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 06/27/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Seminar Date: 07/11/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 07/25/12, Hours: 3
Day: W Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Harnett County
Pre-register by calling (910) 814-8852.

Targeted Résumé
This course will show students how to write a résumé for today’s job market.

Course #: H-2872, Hours: 3
Start • End Date: 05/24/12 • 05/24/12
Day: Th Time: 1:00P – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown
<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>H-2882</td>
<td>3</td>
<td>06/28/12 • 06/28/12</td>
<td>Th</td>
<td>1:00P – 04:00P</td>
<td>65.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>Nicole Brown</td>
</tr>
</tbody>
</table>

**Career Readiness Lab**
This course is to prepare for the WorkKeys® Assessments. Students will work at an individual pace to improve workplace skills in the areas of Applied Mathematics, Reading for Information and Locating Information. They will also work on employability documents.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>H-2870</td>
<td>45</td>
<td>06/05/12 • 07/31/12</td>
<td>T</td>
<td>1:00P – 5:00P</td>
<td>120.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>TBD</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-2883</td>
<td>60</td>
<td>05/16/12 • 07/16/12</td>
<td>MW</td>
<td>10:30A – 2:30P</td>
<td>175.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>TBD</td>
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<tr>
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<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-2884</td>
<td>60</td>
<td>05/16/12 • 07/30/12</td>
<td>MW</td>
<td>5:45P – 8:45P</td>
<td>175.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>TBD</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tr>
<td>H-2875</td>
<td>30</td>
<td>05/17/12 • 06/19/12</td>
<td>TTh</td>
<td>9:30A – 12:30P</td>
<td>120.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>Nicole Brown</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-2871</td>
<td>75</td>
<td>06/05/12 • 06/28/12</td>
<td>MTWTh</td>
<td>9:00A – 02:30P</td>
<td>175.00</td>
<td>HMC</td>
<td>Triangle South Rm 102</td>
<td>Betty Hollins</td>
</tr>
</tbody>
</table>

**Taking the Stress Out of Interviews**
This course will provide students with tips and strategies to prepare for an interview.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Hours</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-2874</td>
<td>3</td>
<td>05/03/12 • 05/03/12</td>
<td>W</td>
<td>9:00A – 12:00P</td>
<td>65.00</td>
<td>HGF</td>
<td>ESD; Employment Security of Dunn</td>
<td>Nicole Brown</td>
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</tbody>
</table>

**The Job Search & You**
This course will provide students with the initial steps needed to start a new career or job.

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<thead>
<tr>
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<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>H-2876</td>
<td>3</td>
<td>05/03/12 • 05/03/12</td>
<td>W</td>
<td>9:00A – 12:00P</td>
<td>65.00</td>
<td>HGF</td>
<td>ESD; Employment Security of Dunn</td>
<td>Michelle Bethea</td>
</tr>
</tbody>
</table>

**LinkMeln: Networking, Social Media, & the Job Search**
Learn and develop job search strategies using the hidden market, networking, and social media such as Facebook, Twitter, and LinkedIn.

<table>
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<tr>
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<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>H-2873</td>
<td>57</td>
<td>07/10/12 • 08/09/12</td>
<td>MTWTh</td>
<td>9:30A – 12:30P</td>
<td>175.00</td>
<td>HMC</td>
<td>Continuing Education Rm 229</td>
<td>Michelle Bethea</td>
</tr>
</tbody>
</table>

For registration information, refer to page 3. For location key, refer to page 6.
Human Resources Development (HRD)  Summer 2012

Course #: H-2878, Hours: 3
Start • End Date: 06/06/12 • 06/06/12
Day: W  Time: 9:00A – 12:00P
Cost: 65.00  Location Code: HGF
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

Course #: H-2879, Hours: 3
Start • End Date: 06/20/12 • 06/20/12
Day: W  Time: 9:00A – 12:00P
Cost: 65.00  Location Code: HGF
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

Course #: H-2880, Hours: 3
Start • End Date: 07/18/12 • 07/18/12
Day: W  Time: 9:00A – 12:00P
Cost: 65.00  Location Code: HGF
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

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-2178, Hours: 40
Start • End Date: 07/10/12 • 08/09/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBW
Building Location: Main Bldg Rm 118  
Instructor: Kathy Siler

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-2176, Hours: 115
Start • End Date: 05/21/12 • 08/13/12
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 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-2177, Hours: 48
Start • End Date: 05/22/12 • 06/28/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBW
Building Location: Bldg A Rm 107A  
Instructor: Kathy Siler

Keyboarding Toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-2184, Hours: 20
Start • End Date: 07/10/12 • 08/09/12
Day: TTh  Time: 6:30P – 8:30P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 118  
Instructor: Robert Komorowski

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.