Fee waiver is 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 have received notice of a lay-off.

**Chatham County**

**Career Readiness and Employability Lab for Job Seekers**
Want to improve your opportunity for getting a better job with one-on-one assistance? Learn basic computer skills, how to search for a job, create a resume, practice and/or refresh your skills before taking the WorkKeys Assessments to earn your Career Readiness Certificate (CRC).

- **Course # 2713, Hours: 63**
- **Start • End Dates:** 05/16/13 • 08/13/13
- **Days:** MTh
- **Time:** 5:00P – 8:00P
- **Cost:** 175.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** Bldg 41 Rm 201 (JobLink Center)
- **Instructor:** Robert Gray

**Computer Technology 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 # 2714, Hours: 44**
- **Start • End Dates:** 05/16/13 • 08/13/13
- **Days:** TTh
- **Time:** 6:00P – 8:00P
- **Cost:** 120.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Rm 231
- **Instructor:** TBD

**Make Your Résumé and Interviewing Skills Work for You**
This class is designed to help you create a great résumé, improve your interviewing skills, and increase your opportunity of getting that special job.

- **Course # 2715, Hours: 24**
- **Start • End Dates:** 06/10/13 • 06/20/13
- **Days:** MTWTh
- **Time:** 5:00P – 9:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Rm 118
- **Instructor:** Mary Harris

**Workplace Readiness for Health Careers**
Increase your chances of being hired in a health care profession. Professional behavior, communication skills, time management, job interviewing skills, and how to prepare your resume will be covered in this class.

- **Course # 2711, Hours: 24**
- **Start • End Date:** 05/16/13 • 05/23/13
- **Day:** M–F
- **Time:** 9:00A – 1:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** TBD
- **Instructor:** Mary Harris

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

**Fees for HRD classes are waived for unemployed adults, underemployed adults, adults who are working and eligible for the federal earned income tax credit, and adults who have received notice of a layoff.**

**Employability Skills for Today’s Job Market**
This course will focus on personal & professional development in the areas of time management, goal setting, communication skills, conflict resolution, resume preparation, interview strategies, and much more.

- **Course # 2870, Hours: 115**
- **Start • End Dates:** 05/20/13 • 06/27/13
- **Days:** MTWTh
- **Time:** 9:00A – 2:30P
- **Cost:** 175.00 **Location Code:** TSEC
- **Building Location:** Triangle South Rm 102
- **Instructor:** Betty Hollins

**What Did You Say? Communication Skills for Success**
This course will help improve you effective communication skills. Topics include listening, verbal, nonverbal, problem-solving, decision making, interpersonal skills, teamwork, and much more.

- **Course # 2870, Hours: 115**
- **Start • End Dates:** 05/20/13 • 06/27/13
- **Days:** MTWTh
- **Time:** 9:00A – 2:30P
- **Cost:** 175.00 **Location Code:** TSEC
- **Building Location:** Continuing Education Rm TBD
- **Instructor:** Iris Prince
Lee County

Basic Computer Skills for Careers
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 # 2164, Hours: 56
Start • End Dates: 05/20/13 • 07/10/13
Days: MW  Time: 9:00A – 1:00P
Cost: 175.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Gray

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 # 2156, Hours: 72
Start • End Dates: 05/21/13 • 07/25/13
Days: TTh  Time: 9:00A – 1:00P
Cost: 175.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Dedrick Petty

Course # 2158, Hours: 56
Start • End Dates: 05/20/13 • 07/10/13
Days: MW  Time: 5:00P – 9:00P
Cost: 175.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Career Pathways to Natural Hair Care
Will you be ready when the North Carolina Cosmetic Arts Board increases licensing requirements for braiding take effect? The Natural Hair Care Specialist training program will begin this fall. With this class, you can learn the importance of time management, problem solving, business management, professionalism, interpersonal skills and responsibilities expected of Natural Hair Care Specialists. You will gain an understanding of proper customer service and relationship building techniques. You will learn to create a résumé and answer interview questions. The Career Readiness Certification evaluation is administered at the end of class. Up to six completers of this class will earn registration fee scholarships for the Natural Hair Care Specialist class in the fall.

Course # 2182, Hours: 72
Start • End Dates: 06/03/13 • 08/07/13
Days: MW  Time: 6:00P – 9:00P
Cost: 175.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Nicole Wiley

Career Readiness Prep Lab
Many North Carolina employers now require the North Carolina Career Readiness Certification (CRC). You can be ready for your next job opportunity by preparing for and taking the CRC assessments in this class. When you earn your CRC, you will have a certification to indicate on your resume and to share during your interview. This certification 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 # 2157, Hours: 110
Start • End Dates: 05/20/13 • 08/07/13
Days: MW  Time: 9:00A – 2:00P
Cost: 175.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland
Facebook, Twitter and LinkedIn for Job Seekers
Are you LinkedIn? New technology and the economy have changed the job search strategies. Learn how to use Facebook, Twitter, and LinkedIn to find your next job and stand out to employers. Learn how to avoid common online mistakes and pitfalls that can undermine your credibility.

Course # 2163, Hours: 57
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh  Time: 3:00P – 6:00P
Cost: 175.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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 # 2165, Hours: 38
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh  Time: 6:30P – 8:30P
Cost: 120.00  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. Registration fee waivers are available for those who qualify.

Course # 2159, Hours: 24
Start • End Dates: 05/21/13 • 06/25/13
Day: T  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathryn Fry

Course # 2160, Hours: 24
Start • End Dates: 05/21/13 • 06/25/13
Day: T  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Beulah Palmer

Course # 2161, Hours: 24
Start • End Dates: 07/08/13 • 08/12/13
Day: M  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver

Course # 2162, Hours: 24
Start • End Dates: 07/08/13 • 08/12/13
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Gray