

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students' needs and serves as a gateway for proven economic, social, and educational success. Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria:

- **Unemployed**
- **Received notification of pending layoff**
- **Working and are eligible for federal earned income tax credit**
- **Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.**

Adults may qualify for waiver of fees for Human Resources Development (HRD) classes.

## 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 résumé, practice and/or refresh your skills before taking the WorkKeys assessments to earn your Career Readiness Certificate (CRC). *(Fee waiver available)*

**Course # 2748, Hours: 87**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MW **Time:** 5:00P – 8:00P

**Cost:** 180.00 **Location Code:** PMC

**Building Location:** JobLink Center Rm 201

*Instructor: Robert Gray*

### Enhanced Employment Transition (EET): Getting Veterans and Others to Work

This course will enhance students' abilities to develop job search strategies and plan/prepare cover letters, résumés/thank you letters, and prepare and execute networking, as well as participate in interview (role play) exercises, apply dress-for-success standards, and utilize the JobLinks Center as an essential element of job transition. You will use a self-assessment as an ongoing process of evaluating goals, attributes, and skill sets. You will develop a career/educational and training plan for continuing preparedness and improvement.

*(Fee waiver available)*

**Course # 2747, Hours: 40**

**Start • End Dates:** 05/20/14 • 07/03/14

**Day:** TTh **Time:** 9:00A – 12:00N

**Cost:** 125.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

*Instructor: Eugene Davis*

### Going Beyond the Résumé

Students will prepare new strategies for re-entry into the job market. You will assess your personal inventory and restructure your personal presentations. *(Fee waiver available)*

**Course # 2749, Hours: 16**

**Start • End Dates:** 06/02/14 • 06/04/14

**Day:** MW **Time:** 9:00A – 5:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 229

*Instructor: Eugene J. Davis*

### Jump Start Your Résumé

In this course you will enhance your abilities to research job(s) requirements, prepare a core résumé, and customize spinoff résumés. The focus is on tailoring a two-page résumé for seeking specific job(s). This course will also provide techniques, guidelines, and insights to construct résumés for the current job market and plan for networking and making contacts. You will receive orienting to the JobLink Center (Pittsboro).

*(Fee waiver available)*

**Course # 2751, Hours: 6**

**Start • End Dates:** 05/19/14 • 05/21/14

**Day:** MW **Time:** 1:00P – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 223

*Instructor: Eugene J. Davis*



**Microsoft Digital Literacy Certificate**

Learn basic computer skills in this beginning computer course and work your way to a Digital Literacy Certificate from Microsoft. *(Fee waiver available)*

**Course # 2752, Hours: 27**

**Start • End Dates:** 05/20/14 • 06/17/14

**Day:** TW **Time:** 5:00P – 8:00P

**Cost:** 125.00 **Location Code:** SCC

**Building Location:** Rm 118

*Instructor: Robert Gray*

**Social Networking for the Job Hunt**

This course will show you how to use Facebook, LinkedIn, and Pinterest to your advantage in your search for the most satisfying career. *(Fee waiver available)*

**Course # 2754, Hours: 9**

**Start • End Dates:** 05/19/14 • 05/23/14

**Day:** MWF **Time:** 12:00N – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

*Instructor: Randy Diller*

**Perfecting the Interview**

Students will learn to perfect presentation to improve outcomes during interviews. *(Fee waiver available)*

**Course # 2753, Hours: 12**

**Start • End Dates:** 05/27/14 • 05/29/14

**Day:** TTh **Time:** 9:00A – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 229

*Instructor: Stan Dimac*

**Workplace Readiness for Health Careers**

Increase your chances of being hired in a healthcare profession. Professional behavior, communication skills, time management, job interviewing skills, and how to prepare your résumé will be covered in this class. *(Fee waiver available)*

**Course # 2750, Hours: 24**

**Start • End Dates:** 05/19/14 • 05/26/14

**Day:** M–F **Time:** 9:00A – 1:00P

**Cost:** 70.00 **Location Code:** SCC

**Building Location:** Rm 118

*Instructor: TBD*



CENTRAL CAROLINA  
COMMUNITY COLLEGE

## LEE COUNTY HIGHLIGHTS

**Forklift Operator Training**

Students will receive hands-on training using a Forklift Truck and Reach Truck. This General Industry Outreach Training Program is intended to provide students awareness on General Industry Safety Standards covered by OSHA 29 CFR 1910. Upon successful completion of the course, students will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-8 weeks.

**Cosmetology (Intro to Esthetics Hands-on)**

Earn eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

**Basic PowerPoint**

This course is for beginners to PowerPoint and will stress the basics of navigating the software and creating personal and business presentations that can be transported and shown on other computers. The student will learn how to enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into presentation for easy editing.

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

**Harnett County**

Pre-register by calling (910) 814-8823 or (910) 814-8852.

**Career Readiness & Employability Lab**

This class provides students with an opportunity to prepare employment documents such as résumés, cover letters, and thank you letters. In addition, students will be able to complete self-assessments, apply for jobs online and prepare for the NC Career Readiness Certification. Students may register anytime and work at their own pace with instructors to fulfill their career goals.

**Course # 2027, Hours: 55**

**Start • End Dates:** 05/22/14 • 08/07/14

**Day:** Th **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** TSEC

**Building Location:** TBD

*Instructor: TBD*

**Computer Use for Employment I**

This course will focus on basic computer skills as they relate to Internet awareness, creating professional e-mail accounts, developing basic keyboarding, researching labor market information, and accessing governmental and educational resources and services.

**Course # 2027, Hours: 57**

**Start • End Dates:** 05/19/14 • 07/01/14

**Day:** TWTh **Time:** 9:00A – 12:00N

**Cost:** 180.00 **Location Code:** HMC

**Building Location:** Continuing Education Rm 229

*Instructor: TBD*

**Employability Skills for Today's Job Market**

Students will create employability documents and prepare for the job market.

**Course # 2026, Hours: 115**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MTW **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** TSEC

**Building Location:** Triangle South Enterprise Rm 102

*Instructor: Betty Hollins*

**Job Hunt**

Join us for the Job Hunt Series at the Harnett County Public Library in Lillington, 601 South Main St.

Pre-register by contacting the library at (910) 814-3446.

For more information about classes, call (910) 814-8852.

**Computer Technology for the Job Hunt**

This course will focus on basic computer use skills as they relate to Internet awareness, creating professional e-mail accounts, applying for employment online, learning technology-based job search strategies, and accessing governmental and educational resources and services.

**Course # 2028, Hours: 48**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MW **Time:** 9:00A – 12:30P

**Cost:** 180.00 **Location Code:** HCL

**Building Location:** Harnett County Library

*Instructor: Christopher Viverette*

**Lee County****Basic Computer Skills for Job Search**

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 # 1147, Hours: 56**

**Start • End Dates:** 06/02/14 • 07/16/14

**Days:** MW **Time:** 9:00A – 1:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Robert Gray*

**Course # 2158 Hours: 56**

**Start • End Dates:** 06/03/14 • 07/22/14

**Days:** TTh **Time:** 5:00P – 9:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Beulah Palmer*

**Career Prep Lab**

Do you need to create a résumé or cover letter, search for jobs, or apply online? Want to improve your opportunities for getting that great job, change careers, or “recession proofing” your job skills and résumé? Need to practice and/or refresh your skills before taking WorkKeys Assessments to earn your Career Readiness Certificate. Registration fee waivers are available for those who qualify.

**Course # 2166, Hours:** 380

**Start • End Dates:** 05/19/14 • 08/13/14

**Day:** MT **Time:** 9:00A – 2:00P

**Day:** W **Time:** 11:00A – 4:00P

**Cost:** 180.00 **Location Code:** LCL

**Building Location:** Lee County Library

*Instructor: Kevin Whitley*

**Career Readiness Certification Lab**

This lab will address preparation for the Career Readiness Certification. Participants will work at an individual pace to improve workplace skills in the area of Applied Mathematics, Reading for Information and Locating Information. Registration fee waivers are available for those who qualify.

**Course # 2182, Hours:** 96

**Start • End Dates:** 05/19/14 • 08/12/14

**Day:** MW **Time:** 9:00A – 1:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Laurinda Southerland*



# HARNETT COUNTY HIGHLIGHTS

**Basic Automotive and Diesel Repair**

In this course the student will learn how to maintain and repair the major systems of automotive and diesel equipment. This will include electrical drivetrain and fuel injection systems. Basic hand tools and safety glasses are required.

**Cookies & Cupcakes**

During this course children will have lots of fun learning the basics of decorating cookies and cupcakes. All students must be registered by May 30th.

**Photography (Beginning)**

Students will gain a better understanding of the camera, its abilities, lenses, filters, processing (traditional and digital), special effects, and the final print.

**Small Engine & Equipment Repair**

Students will learn to maintain and repair lawn and turf equipment. This will include all types of two and four stroke engines, zero turn mowers, lawn tractors, push mowers, weed eaters, etc. Basic hand tools and safety glasses are required.

[www.cccc.edu/ecc](http://www.cccc.edu/ecc)

**Career Training Lab**

Register anytime and work at your own pace to fulfill your goals and career objectives in this Lab. Instruction is designed to be self-directed and self-paced. This course provides employability skills training for unemployed and underemployed adults. Competencies include but are not limited to self-paced instruction in Career Readiness Certification (CRC), Introduction to Computers and Keyboarding, Job Search Techniques, Interviewing Skills, and Résumé writing.

**Course # 2163, Hours:** 235

**Start • End Dates:** 05/19/14 • 08/12/13

**Day:** MTWTh **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: TBD*

**Course # 2164, Hours:** 96

**Start • End Dates:** 05/19/14 • 08/12/13

**Day:** MW **Time:** 5:00P – 9:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Chris Viverette*

**Employment Training Lab**

Prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. Develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

**Course # 2165, Hours:** 30

**Start • End Dates:** 05/22/14 • 07/31/14

**Day:** Th **Time:** 9:00A – 12:00P

**Cost:** 120.00

**Building Location:** Division of Workforce Solutions

*Instructor: Amanda Burgess*

*Class Dates: 5/22, 6/5, 6/19, 7/3, 7/17, 7/31*

**Fresh Start**

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed for individuals with a prior criminal conviction to develop understanding proper requirements during job searching and how it increases the chances of reaching employment goals. Through a series of attainable steps, clients will overcome fears and achieve balance in both their personal and professional life. Registration fee waivers are available for those who qualify.

**Course # 2162, Hours:** 96

**Start • End Dates:** 05/20/14 • 07/22/14

**Day:** TTh **Time:** 9:00A – 1:00P

**Day:** M **Time:** 5:00P – 9:00P

**Cost:** 125.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Crystal McIver*

**Pathways to Medical Occupations**

Discover healthcare occupations. Gain basic information about dental assisting, medical terminology, Nurse Aide, physical therapy, and phlebotomy. This course will allow students to attend facilities. Students will also receive employability skills which will strengthen professional skills needed in the healthcare environment and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certification (CRC)

**Course # 2161, Hours:** 32

**Start • End Dates:** 06/09/14 • 07/28/14

**Day:** M **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Chris Vaughan*

