

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

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-1727, *Hours:* 57

Start • End Date: 01/15/13 • 03/19/13

Day: TTh **Time:** 2:00P – 5:00P

Cost: 175.00 **Location Code:** SCC

Building Location: Rm 231

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-1728, *Hours:* 90

Start • End Date: 01/14/13 • 05/02/13

Day: MTh **Time:** 5:00P – 8:00P

Cost: 175.00 **Location Code:** PMC

Building Location: Bldg 041 Rm. 201 (JobLink Center)

Instructor: Andrew Hanner

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-1729, *Hours:* 57

Start • End Date: 01/14/13 • 03/20/13

Day: MW **Time:** 9:00A – 12:00P

Cost: 120.00 **Location Code:** PMC

Building Location: TBD

Instructor: Kathy Siler

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!

Date: 01/09/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: SCC

Building Location: Conference Rm

Date: 01/23/12, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: PMC

Building Location: TBD

Date: 02/13/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: SCC

Building Location: Conference Rm

Date: 02/27/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: PMC

Building Location: TBD

Date: 03/13/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: SCC

Building Location: Conference Rm

Date: 03/27/13, *Hours:* 3

Day: W **Time:** 9:00A • 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: PMC

Building Location: TBD

Date: 04/10/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: SCC

Building Location: Conference Rm

Date: 04/24/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: PMC

Building Location: TBD

Date: 05/08/13, *Hours:* 3

Day: W **Time:** 9:00A – 12:00P

Cost: 65.00 (Fee Waiver Available)

Location Code: SCC

Building Location: Conference Rm

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.

Computer Skills for Employment

Students will develop a moderate comfort level of basic computer use to prepare for the job search.

Course #: H-1904, *Hours: 55*

Start • End Date: 01/03/13 • 01/23/13

Day: M–F **Time:** 9:00A – 2:30P

Cost: 120.00 **Location Code:** TSEC

Building Location: Triangle South Rm 102

Instructor: Betty Hollins

Course #: H-1903, *Hours: 56*

Start • End Date: 01/08/13 • 02/01/13

Day: M–F **Time:** 9:30A – 1:00P

Cost: 120.00 **Location Code:** HMC

Building Location: Continuing Education Rm 229

Instructor: TBD

Employability Skills for Office Careers

Students will prepare for work in an office setting. This course will introduce students to office related careers, office procedures, computer technology, communication skills, resume preparation, job preparation and much more.

Course #: H-1905, *Hours: 114*

Start • End Date: 02/05/13 • 05/08/13

Day: TWTh **Time:** 9:30A – 3:30P

Cost: 175.00 **Location Code:** HMC

Building Location: Continuing Education Rm 229

Instructor: TBD

Employability Skills for the Hospitality Industry

This course provides an introduction to the hospitality field. Students will explore and prepare for careers in food service, lodging, and customer service sectors.

Course #: H-1907, *Hours: 115*

Start • End Date: 02/13/13 • 03/15/13

Day: M–F **Time:** 9:00A – 2:30P

Cost: 175.00 **Location Code:** TSEC

Building Location: Triangle South Rm 102

Instructor: Betty Hollins

Employability Skills for the Welding Industry

This course provides an introduction to the welding field. Students will explore and prepare for careers in welding.

Course #: H-1908, *Hours: 115*

Start • End Date: 04/08/13 • 05/08/13

Day: M–F **Time:** 9:30A – 2:30P

Cost: 175.00 **Location Code:** TSEC

Building Location: Triangle South Rm 102

Instructor: Betty Hollins

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 #: H-1906, *Hours: 115*

Start • End Date: 01/28/13 • 02/27/13

Day: M–F **Time:** 9:00A – 2:30P

Cost: 175.00 **Location Code:** TSEC

Building Location: Triangle South Rm 102

Instructor: Betty Hollins

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-1169, *Hours: 48*

Start • End Date: 01/08/13 • 02/14/13

Day: TTh **Time:** 9:00A – 1:00P

Cost: 120.00 **Location Code:** WBW

Building Location: Main Bldg Rm 118

Instructor: Dedrick Petty



Career Readiness Prep Lab

Many North Carolina employers now require the 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 #: L-1172, *Hours:* 104
Start • End Date: 01/07/13 • 05/13/13
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 resumés, 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-1170, *Hours:* 60
Start • End Date: 01/7/13 • 02/27/13
Day: MW **Time:** 5:00P – 9:00P
Cost: 175.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Kathy Siler

Conquering Computer Fears for Careers

Are you suffering from fear of computers? You are not alone. Fight your fears by learning the basics about computers and how to use them to help you find a job. You'll learn valuable skills like basic keyboarding, emailing, and a little computer terminology. These skills are very important in today's job market. Registration fee waivers are available for those who qualify.

Course #: L-1167, *Hours:* 64
Start • End Date: 01/08/13 • 02/28/13
Day: TTh **Time:** 9:00A – 1:00P
Cost: 175.00 **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Credit Scores Affect Employment

Employers often require a credit check before hiring new employees. This class will help you to understand the impact personal finances can have on employment opportunities and the job search process. You will review practical economic concepts related to credit history and learn how to make informed decisions about your finances. You will obtain a copy of your credit report from each of the three credit services, Equifax, Experian and Transunion. You will learn what you can say when you're asked about poor credit and steps to take to improve your credit score for employment. *Registration fee waivers available for those who qualify.*

Course #: L-1168, *Hours:* 32
Start • End Date: 03/05/13 • 03/28/13
Day: TTh **Time:** 9:00A – 1:00P
Cost: 120.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Kathy Siler

Direct Care Basics

Explore career opportunities for home care, as well as the skills you need to find and keep a job, including communication and management skills. With completion of this course, you can seek employment as a personal care aide, or continue your studies to become a Nurse Aide I and Home Care Nurse Aide. This is Phase II of the new Personal and Home Care Aide training; however, you do not have to take Phase I to be eligible to take this class. Tuition assistance is available for all students.

Course #: L-1201, *Hours:* 58
Start • End Date: 03/11/13 • 05/01/13
Day: MW **Time:** 9:00A – 1:00P
Cost: 120.00 **Location Code:** WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver and Joy McPhail



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-1153, *Hours: 24*

Start • End Date: 01/15/13 • 02/21/13

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. *Registration fee waivers available for those who qualify.*

Course #: L-1166, *Hours: 24*

Start • End Date: 01/11/13 • 02/15/13

Day: F **Time:** 9:00A – 1:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Kathryn Fry

Course #: L-1176, *Hours: 24*

Start • End Date: 01/28/13 • 03/04/13

Day: M **Time:** 5:00P – 9:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Crystal McIver

Course #: L-1173, *Hours: 24*

Start • End Date: 02/18/13 • 03/25/13

Day: M **Time:** 9:00A – 1:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Kathryn Fry

Course #: L-1174, *Hours: 24*

Start • End Date: 02/21/13 • 03/28/13

Day: Th **Time:** 5:00P – 9:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Beulah Palmer

Course #: L-1175, *Hours: 24*

Start • End Date: 04/08/13 • 05/13/13

Day: M **Time:** 5:00P – 9:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Robert Gray

