

COLUMBUS COUNTY JOBLINK CAREER CENTER CLASSES

(910) 642-7141, ext. 261

Gain new skills, self-confidence, and knowledge to improve your job search skills, increase your opportunities in today's job market, or advance in your current career field. The classes listed below are fee waived for individuals who are unemployed, underemployed or dislocated workers. Day, night and weekend classes are offered to fit your schedule.

Pre-registration is required before the first day of class. To pre-register, call (910) 642-7141, extension 261, or visit the Columbus County JobLink Career Center in A-Building at Southeastern Community College.

Tools 4 Employment

****Fee Waived**

Enroll in the employability lab to help boost your job search skills. Come anytime during scheduled hours and receive help from an expert. Begin or improve your résumé, search the Internet for job openings, apply on-line, or polish your computer skills. Stay as long as you like.

M,W,Th: 8a-5p; T: 8a-8p, F: 8a-3p 1/5-5/7 SCC, A128 L. Phillips/P. Walker

Job Focus

****Fee Waived**

Discover your "hidden" abilities by determining what kinds of work are best suited for you. Gain new skills to improve your job search. Receive assistance with the Internet to search for job openings, apply on-line, or prepare a résumé. Learn how to present yourself to employers!

T 1-3p 1/5-5/4 SCC, mobile 9-1 P. Walker

Job Club

****Fee Waived**

Looking for employment in this tough job market? Meet once a week with a small group of enthusiastic job seekers to share leads, critique résumés, network ideas, and support each other until "You're Hired!"

W 2-4p 1/6-5/5 SCC, A203 P. Walker

Allied Health Career Readiness

****Fee Waived**

This course provides valuable experience for those planning to apply to allied health careers. The class emphasizes the importance of math, reading, and critical thinking skills in safe medical practice.

T, Th 2-4p 1/7-4/27 SCC, R114 A. West
W 5-9p 1/13-4/28 SCC, R119 A. West

Keyboarding for Job Seekers

****Fee Waived**

Learn or improve your keyboarding skills by becoming familiar with the numeric keypad, alphabetic symbols and function keys while improving speed and accuracy. Good keyboarding skills are necessary for many jobs.

M - F 8:30-11:30a 1/11-1/28 SCC, T126 E. Robertson
T 6:00-9:00p 2/2-5/4 SCC, T126 G. Cable

Teller Careers in Banking

****Fee Waived**

This class is designed for persons interested in becoming bank tellers and cashiers with a guaranteed job interview after successful completion of the class. Topics include introduction to banking operations, handling cash, balancing operations, customer relations, motivation and self-confidence, professional conduct and dress, and security procedures.

M, T, Th 6-9p 1/11-2/15 SCC, M112 Y. Gold

Auto Maintenance Careers

****Fee Waived + \$1.25 insurance**

This course is designed to provide information about auto repair and maintenance careers. Emphasis will be placed on safety in the work place, skills necessary for general car maintenance, proper use of special tools and equipment, work ethics, communication skills, employability skills, and job search techniques.

M 4:30-7:30p 1/11-4/26 E. Columbus HS Auto Shop R. Best

Small Engine Repair Careers

****Fee Waived + \$1.25 insurance fee**

Learn basic small engine repair, including 2-cycle and 4-cycle engines, in order to work in the small engine repair field. Learn the skills and tools needed to do tune-ups, change oil, and replace simple parts and tires. Also, job search on the computer, applications and résumé preparation will be covered.

T, Th	7-9:30p	1/12-2/25	SCC, B107	D. Long
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Introduction to Computers for Job Seekers

****Fee Waived**

Learn basic computer skills needed to successfully look for employment in today's workplace. You will be introduced to the computer, computer terms, the Internet, search engines, and e-mail capabilities- all skills needed by job seekers.

T, W, F	1-4p	1/12-2/5	SCC, T126	L. Hilburn
M,Th	9a-12p	2/1-3/15	Tabor C. Fam. Cham.	M. Baldwin
T	9a-12p	2/2-4/27	W'ville Dream Center	M. Baldwin
M, W	6-9p	2/8-3/22	CSA, Delco	G. McLaurin
T, W, F	1-4p	3/9-4/6	SCC, T126	L. Hilburn

Surviving in Tough Economic Times

Need to stretch your dollars? Get help with handling your money. Learn the importance of basic money management, including banking, borrowing, saving, budgeting, investing and credit.

W	6-9p	1/13-4/28	SCC, T121	B. Jolly
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Introduction to Construction Trades: Electricity

****Fee Waived + \$1.25 insurance**

Learn about careers in the electrical field. Emphasis is placed on terminology, operating principles, theory, safety, and components and materials used in installation and service. Also, job search on the computer, résumé preparation and applications will be covered.

Sat.	9a-1p	1/16-5/1	SCC, B106	S. Swinton
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In-Home Aide Workplace Skills

****Fee Waived**

Train as an in-home companion aide. Learn how to work in the homes of the elderly and disabled by performing basic household duties, preparing meals and monitoring medications. You also will learn job search techniques and workplace skills to help you find employment.

M - Th	1-4p	1/25-4/22	SCC, M104	L. McClellon
M - Th	6-9p	1/25-4/22	SCC, R116	L. McClellon

"Knock 'Em Dead" Résumés, Applications, and Interviews

****Fee Waived**

In one quick week learn to present yourself to employers, whether you are re-entering the workforce, in transition between jobs/school or a seasoned professional, receive assistance with the most important aspects of job search- the résumé, application and interview.

M-F	9a-12p	1/25-1/29	SCC, mobile 9-1	P. Walker
M-Th	9a-12p	2/8-2/11	CSA, Delco	P. Walker
M-F	9a-12p	3/8-3/12	SCC, mobile 9-1	P. Walker
M-F	9a-12p	4/12-4/16	SCC, mobile 9-1	P. Walker

Intro to Food Preparation Careers

**** Fee Waived + \$1.25 insurance**

Learn effective techniques for smart spending while you learn food preparation and presentation, as well as employability skills for the food and hospitality industry. In addition, learn job search techniques, applications and résumé preparation.

Th	10a-1p	2/4-4/29	SCC, T118	M. Spaulding
T	6-9p	2/16-5/11	SCC, T118	M. Spaulding

Computer Empowerment for Job Seekers

****Fee Waived**

Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced. *Some computer experience required.*

T, W, F	1-4p	2/9-3/5	SCC, T126	L. Hilburn
T, W, F	1-4p	4/13-5/7	SCC, T126	L. Hilburn

Weekend Computer Skills for Job Seekers

****Fee Waived**

Do you need to gain basic computer skills but don't have time for a weekday class? In two weekends, increase your knowledge of computers. You will be introduced to the computer, computer terms, the Internet, search engines, and e-mail capabilities. **Class will meet for two weekends as follows: Fri., 6-9 p.m., Sat., 9 a.m.-4:00 p.m., with an hour for lunch, and Sun., 2-5 pm.**

F, Sa, Su see above 2/12-2/21 SCC, T126 G. Cable

FACT- Planning on the Internet

****Fee waived**

FACT (Farmers Adopting Computer Training) classes are specifically designed to help farmers and farm workers learn how to use computers for their farming operations. When available, FACT can make computers accessible to participants who complete the FACT class series, are actively farming, and unable to purchase one.

M 6-9p 2/15-5/17 SCC, A203 F. Ward

Professional Administrative Assistant Careers

****Fee Waived**

Improve your office administration skills and prepare yourself for a rewarding entry-level office position. You will improve basic computer, keyboarding and word processing skills, while learning practical ideas for becoming an exceptional member of the office team. *Basic keyboarding knowledge is required. *After successful completion of this course, a work experience may be available based upon WIA eligibility.*

M -Th 8:30a-2:30p (30-min. lunch) 2/15-3/18 SCC, mobile 9-1 E. Robertson

Customer Service Careers in Banking

****Fee Waived**

Learn how to initiate, develop, and manage long-term relationships with customers, identify additional needs and to refer customers to appropriate financial partners. After successful completion of the course, individuals will be introduced to the exciting field of bank customer service with a guaranteed job interview.

M, T, Th 6-9p 3/1-4/6 SCC, M112 B. Jolly

Weekend Keyboarding for Job Seekers

****Fee Waived**

Learn or improve your keyboarding skills in this weekend computer keyboarding class. You will become familiar with the numeric keypad, alphabetic symbols and function keys as well as increase speed and accuracy.

Class will meet for two weekends: Fri., 6-9 p.m., Sat., 9 a.m.-4 p.m. (an hour for lunch), and Sun., 2-5 p.m.

F,Sa,Su see above 3/12-3/21 SCC, T126 G. Cable

Introduction to Call Center Associate Careers

****Fee Waived**

This class is designed for those interested in gaining job skills in the exciting field of call center associate. Learn how to market products, collect debts and deliver superior customer service. Basic computer skills are a pre-requisite. A job interview is guaranteed after successful completion of this course.

M-Th 6-9p 4/6-5/6 SCC, mobile 9-1 A. Yates

Weekend Computer Empowerment for Job Seekers

****Fee Waived**

Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced. *This is not an introductory course - some computer experience required.* Class will meet for two weekends as follows: Fri. night 6-9 p.m., Sat., 9 a.m.-4 p.m., with an hour for lunch, and Sun., 2-5 p.m.

F,Sa,Su see above 4/9-4/18 SCC, T126 G. Cable

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Other occupational extension courses:

Medication Aide Exam Preparation for Adult Care Homes

\$65

This class prepares you for the Medication Administration Exam administered by the NC Division of Health Service Regulation. Students learn policies and procedures for administering medications, including subcutaneous injections, drug interactions and side effects. The certification enables the student to work in a group home, adult care home, or prison.

T, Th 6-9p 1/12–2/4 SCC, C101 J. Robinson

Medication Aide Exam Preparation for Skilled Nursing Facilities

\$65 + text

In this class you will prepare to take the Medication Administration Exam administered by the NC Board of Nursing. Students learn policies and procedures for administering medications in a variety of forms. The Medication Aide for Skilled Nursing Facilities and Nursing Assistant I certifications enable the individual to work in a skilled nursing facility.

T, Th 6-9p 3/2-3/25 SCC, C101 J. Robinson



Intro to Construction Trades: HVAC

\$175 + \$1.25 insurance

This training introduces entry-level careers in the HVAC field. The class covers duct fabrication, fundamentals of electrical wiring for heating and air conditioning systems, and workplace safety. Also, terminology, principles, components and materials used in installation and servicing forced air systems will be included. In addition, green products, procedures and practices to minimize energy consumption and maximize green building codes will be integrated. Students will receive assistance with computer job search, applications, résumés, and CRC training.

HVAC:

M-Th	8a-12:30p	2/02-3/10	SCC, M131	M. Norris
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Career Readiness:

M-Th	1:30-3:30p	2/02-2/22	SCC, Mobile 9-1	J. Freeman
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HVAC:

M-Th	8a-12:30p	3/22-4/29	SCC, M131	M. Norris
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Career Readiness:

M-Th	1:30-3:30p	3/22-4/13	SCC, Mobile 9-1	J. Freeman
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Introduction to Construction Trades: Carpentry

\$175 + \$1.25 insurance

This course provides basic instruction in carpentry principles, tools, and materials as well as demonstrations of skills utilized in residential carpentry. In addition, green residential construction techniques focusing on sustainable, healthy and energy efficient methods will be covered. Students will receive assistance with computer job search techniques, applications, résumés, and CRC training.

Carpentry:

F 6-10p; Sa 9a-1p		1/22-4/17	SCC, M131A	J. C. White
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Career Readiness:

F 6-10p; Sa 9a-1p		4/23-5/08	SCC, Mobile 9-1	J. Freeman
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Introduction to Construction Trades: Masonry

\$175 + \$1.25 insurance

This course is designed to provide basic knowledge, training and practical work experience for employment in the bricklaying industry. It includes introduction to basic principles, mixing, handling, and applying mortar, the selection and laying of brick and block, including anchoring, reinforcement, and safety. Also, green techniques will be integrated which re-use and reduce materials, as well as produce less waste and labor costs. Students will receive assistance with computer job search techniques, applications, résumés and CRC training.

Masonry:

M,W,F 8a-12p		1/20-3/17	SCC, M131A	J. White
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Career Readiness:

T, Th 8a-12p		1/21-2/09	SCC, Mobile 9-1	J. Freeman
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Masonry:

M-Th 6-9p		1/25-3/23	SCC, M131A	J. White
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Career Readiness:

M-Th 6-9p		3/24-4/07	SCC, Mobile 9-1	J. Freeman
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Introduction to Construction Trades: Weatherization

\$175 + \$1.25 insurance

Increasing the energy efficiency of homes reduces fossil-fuel consumption, creates jobs and saves the environment. This course will introduce students to the rapidly evolving field of building analyst. Guidelines, standards, and equipment for conducting residential energy audits will be covered. Weatherization, which typically means adding insulation and caulking, will be expanded to “green” techniques which will save energy, reduce greenhouse gases and create green jobs. Students will receive assistance with computer job search techniques, applications, résumés and CRC training.

Weatherization:

T, Th 8a-1p
Career Readiness:
M, W 8a-1p

1/19-3/25
1/20-2/03

SCC, M131-A
SCC, Mobile 9-1

TBA
J. Freeman