

## 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**

Are you looking for a job but not sure where to begin? Do you need just "a little help"? Enroll in the employability lab to help boost your job search skills. Come in anytime during scheduled hours and receive help from an expert. Begin or improve your résumé, use the available Internet to search for job openings, apply on-line or polish your computer skills. Come and stay as long and as often as you like.

**M-W, 7:30a-6p and Th, 7:30a-5:30p    5/11-8/7    SCC Campus, A-128    L. Phillips/P. Walker**

### Jump Start

Jump start your new career! If you are laid off or between careers, let us assist you in a stress-free setting with polishing up on job search skills. Emphasis will be placed on resumé critiquing, application brush-up and selling yourself in an interview, as well as assessing career and re-training options. Enhance your skills and get the jump on the competition!

<b>M-Th</b>	<b>8:00-1:00</b>	<b>6/8-6/11</b>	<b>SCC Campus, mobile 9-1</b>	<b>P. Walker</b>
<b>M-Th</b>	<b>8:00-1:00</b>	<b>6/22-6/25</b>	<b>SCC Campus, mobile 9-1</b>	<b>P. Walker</b>
<b>M-Th</b>	<b>8:00-1:00</b>	<b>7/27-7/30</b>	<b>SCC Campus, mobile 9-1</b>	<b>P. Walker</b>
<b>M-Th</b>	<b>8:00-1:00</b>	<b>8/3-8/6</b>	<b>SCC Campus, mobile 9-1</b>	<b>P. Walker</b>

### Job Club

**\*\*Fee Waived**

Looking for employment in this tough job market? If so, the Job Club is for you! Meet once a week with a small group of enthusiastic job seekers to share leads and tips, critique résumés, network ideas, and support each other. The group will meet every Wednesday afternoon until "You're Hired!"

**W                    2-4p                    5/13-8/5                    SCC Campus, A-203                    P. Walker**

### Allied Health Career Readiness

**\*\*Fee Waived**

This course provides training for adults who are preparing to enter allied health careers. The class emphasizes the importance of math, reading, and critical thinking skills in safe medical practice. Students will learn the general principles and terminology related to basic pharmacology and how these influence safe medication administration on the job. Successful completion earns points on nursing admissions application.

<b>M, W</b>	<b>6-9p</b>	<b>5/18-7/27</b>	<b>SCC Campus, R-119</b>	<b>S. Dutton</b>
<b>T, Th</b>	<b>1-4p</b>	<b>5/19-7/28</b>	<b>SCC Campus, R-119</b>	<b>S. Dutton</b>

### Succeeding as a Call Center Associate

**\*\*Fee Waived**

In North Carolina, over 150,000 people are employed in the financial services industry. Are you interested in gaining job skills in this exciting field? Financial institutions offer a broad array of products and services through call centers. Learn how to market products, collect debts and deliver superior customer service. Emphasis is placed on teamwork, work ethic, and displaying a positive attitude. **Basic computer skills are a pre-requisite.**

<b>M-Th</b>	<b>9a-1p</b>	<b>5/18-6/18</b>	<b>SCC Campus, mobile 9-1</b>	<b>J. Blackwell</b>
<b>M-Th</b>	<b>6-9p</b>	<b>6/15-7/29</b>	<b>SCC Campus, mobile 9-1</b>	<b>P. Nance</b>

### Computer Skills for the Workplace

**\*\*Fee Waived**

Learn the basic computer skills you need to survive and prosper in today's fast-changing workplace. You will be introduced to the computer, computer terms, the Internet, search engines, and e-mail capabilities.

<b>M</b>	<b>6-9p</b>	<b>5/18-8/3</b>	<b>SCC Campus, T-126</b>	<b>L. Hilburn</b>
<b>T, W</b>	<b>1-4p</b>	<b>5/19-6/24</b>	<b>SCC Campus, T-126</b>	<b>L. Hilburn</b>

**In-Home Aide Workplace Skills****\*\*Fee Waived**

Thousands of Americans receive in-home medical services, including in-home aide assistance. The In-Home Aide Workplace Skills class will give you training 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.

<b>M - Th</b>	<b>1-4p</b>	<b>5/18-8/5</b>	<b>SCC Campus, R-114</b>	<b>L. McClellon</b>
<b>M - Th</b>	<b>6-9p</b>	<b>5/18-8/5</b>	<b>SCC Campus, R-116</b>	<b>L. McClellon</b>

**FACT- Computer Empowerment for the Workplace****\*\*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. The classes are designed for small, part-time and limited-resource farmers and those employed in agriculture related areas. It introduces and demonstrates innovative uses of computers and computerized farm management programs. When available, FACT can make computers accessible to participants who complete the FACT class series, are actively farming, and unable to purchase one. Additional classes in the series include Keyboarding, Windows operations, Internet, and Excel Spreadsheets.

<b>M</b>	<b>6-9p</b>	<b>5/18-8/3</b>	<b>SCC Campus, A203</b>	<b>F. Ward</b>
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**Intro to Food Preparation Careers – Food Service on a Shoestring****\*\* Fee Waived + \$1.25 insurance**

In North Carolina, there are over 6,500 openings in the food service industry each year. Enroll in this class and learn food preparation and presentation employability skills for the tough economic times. Each class session will include lecture, discussion and demonstration on the use of kitchen equipment, food preparation tools and techniques, measurements, and presentation, as well as calculations of food and labor costs. In addition, students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

<b>Th</b>	<b>6-9p</b>	<b>5/21-8/6</b>	<b>SCC Campus, T-118</b>	<b>J. Leblanc</b>
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**Introduction to Bank Teller Careers****\*\*Fee Waived**

This course is designed for persons interested in becoming bank tellers and cashiers. Topics to be covered include introduction to banking operations, handling cash, balancing operations, customer relations, motivation and self-confidence, professional conduct and dress, and security procedures.

<b>M, T, Th</b>	<b>6-9p</b>	<b>5/26-6/29</b>	<b>SCC Campus, A-229</b>	<b>Y. Gold</b>
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**Weekend Computer Class****\*\*Fee Waived**

Do you need to gain basic computer skills but don't have time for a weekday class? In two weekends, increase your information about computers and how to use them. 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: Friday night 6:00 to 9:00 p.m., Saturday from 9:00 a.m. to 4:00 p.m., with an hour for lunch, and Sunday from 2:00 to 5:00 pm.**

<b>F, Sa, Su</b>	<b>see above</b>	<b>6/5- 6/14</b>	<b>SCC Campus, T-126</b>	<b>D. Butler</b>
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**Keyboarding Skills for Job Seekers****\*\*Fee Waived**

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

<b>M – Th</b>	<b>1-4p</b>	<b>6/8-6/29</b>	<b>SCC Campus, T-124</b>	<b>D. Butler</b>
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**Computer Empowerment****\*\*Fee Waived**

Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing skills through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced through usage and basic vocabulary. **This is not an introductory course – some computer experience required.**

<b>T, W</b>	<b>1-4p</b>	<b>6/30-8/5</b>	<b>SCC Campus, T-126</b>	<b>L. Hilburn</b>
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**Introduction to Bank Customer Service Careers****\*\*Fee Waived**

In North Carolina, over 150,000 people are employed in the financial services industry. This course will introduce individuals to this exciting field. Students will be taught how to initiate, develop, and manage long-term relationships with customers. Also, the student will learn to identify additional needs and refer customers to appropriate financial partners. The customer service relationship banker delivers superior quality service in person or by phone.

<b>M, T, Th</b>	<b>6-9p</b>	<b>7/6-8/6</b>	<b>SCC Campus, A-229</b>	<b>Y. Gold</b>
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**Weekend Computer Empowerment****\*\*Fee Waived**

Do you need to advance in computer skills but do not have time for a weekday class? Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing skills through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced through usage and basic vocabulary. **This is not an introductory course – some computer experience required.**

**Class will meet for two weekends as follows: Friday night 6:00 to 9:00 p.m., Saturday from 9:00 a.m. to 4:00 p.m., with an hour for lunch, and Sunday from 2:00 to 5:00 p.m.**

**F,Sa,Su                    see above                    7/17-7/26                    SCC Campus, T-126                    D. Butler**

**Introduction to Construction Trades Careers:**

***As a result of several governmental actions (ARRA, BRAC), construction jobs are coming to southeastern North Carolina. Be prepared by enrolling in one or more of these short, hands-on classes to learn new skills or improve your current skills.***

**Introduction to Construction Trades Careers: Basic Duct Work for HVAC      \*\*Fee Waived + \$1.25 insurance**

This basic course will teach students about entry-level careers in the HVAC field with specific emphasis on duct layout. Practical problems in sheet metal duct fabrication and workplace safety will also be covered. Students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

**T, Th                    6-9p                    5/19-6/25                    SCC Campus, M-131B                    R. Harper**

**Introduction to Construction Trades Careers: Basic Carpentry      \*\*Fee Waived + \$1.25 insurance**

This course provides basic instruction in carpentry; specifically tools, materials, rough carpentry techniques, and safety. The class will include classroom instruction and individual demonstrations of skills utilized in basic residential carpentry. The objectives of the course are to develop a basic understanding of carpentry procedures, the ability to use tools and materials safely, and the ability to perform carpentry skills proficiently and accurately. In addition, students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

**T, Th                    6-9p                    5/26-7/16                    SCC Campus, M-131A                    D. Ward**

**Introduction to Construction Trades Careers: Masonry      \*\*Fee waived +\$1.25 insurance**

This course is designed to provide basic knowledge, training and practical work experience for employment in the bricklaying industry. It includes an introduction to and practical applications of mixing, handling, and applying mortar. The course also includes the selection and laying of both brick and block, including anchoring, reinforcement, and safety. Students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

**M, W                    6:00-9:00p                    6/1-8/5                    SCC Campus, M-131A                    N. Troy**

**Introduction to Construction Trades Careers: Basic 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 servicing. Also, job opportunities, employability skills, job search skills will be covered.

**M, W                    6-9p                    6/1-8/5                    SCC Campus, B-106                    S. Swinton**

**Introduction to Construction Trades Careers: Basic Electrical for HVAC      \*\*Fee Waived + \$1.25 insurance**

This course is an introduction to careers in the HVAC field with emphasis on the fundamentals of basic electrical wiring for heating and air conditioning systems. Emphasis will be placed on terminology, principles, and safety, as well as components and materials utilized in the installation and servicing of forced air systems. Also, job opportunities, employability skills, and job search techniques will be covered.

**T, Th                    6-9p                    6/30-8/13                    SCC Campus, M-131B                    R. Harper**

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**Other occupational extension courses:**

**Medication Aide Exam Preparation for Adult Care Homes**

**\$55**

Designed for anyone who is responsible for dispensing medication in any adult care home in North Carolina, this class prepares you to take the Medication Administration Exam administered by the NC Division of Health Service Regulation. Students learn policies and procedures for administering medications in a variety of forms, including liquid, pill and topical, as well as subcutaneous injections. Drug interactions and side effects are also covered. The Medication Aide for Adult Care Home certification enables the individual to work in a group home, adult care home, or prison.

**T, Th                      6-9p                      5/26-6/23                      SCC Campus, N-108                      J. Robinson**

**Medication Aide Exam Preparation for Skilled Nursing Facilities**

**\$55 + text**

Designed for anyone who is responsible for dispensing medication in a skilled nursing facility, this class prepares you 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, including liquid, pill and topical. 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                      7/7-8/4                      SCC Campus, N-108                      J. Robinson**