

COLUMBUS COUNTY JOBLINK CAREER CENTER CLASSES

(910) 642-7141, ext. 261

Gain knowledge and skills to qualify for a new job, improve your job search skills, and increase your chances for a successful job search.

- If you are unemployed, underemployed or a dislocated worker, you might be eligible to receive a waiver of class fees.
- Pre-registration is encouraged before the first day of class.
- To pre-register and to apply for the fee waiver, call (910) 642-7141, ext. 261, or visit the Columbus County JobLink Career Center in the A-Building at Southeastern Community College.

Keys 2 Job Success Lab

****Fee Waived**

Are you looking for a job but not sure where to begin? 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 1/3 -5/4 SCC, A-221 P. Walker

CRC/KeyTrain Online

***Fee Waived**

Give yourself a competitive edge in today's job market with a **Career Readiness Certificate (CRC)**. Study 24/7 using any computer that has high-speed Internet access. Enroll in this open-entry Internet based course designed to improve your skill levels. When you're ready, you will take the assessments to earn your CRC. On-campus computer lab times are available for personal assistance or if you need computer access.

Enroll anytime 1/3-5/4 online S. Mullins

ON-CAMPUS COMPUTER LAB SCHEDULE:

T	5-8 pm	1/10-5/1	SCC, A-201	S. Mullins
W	1-3 pm	1/11-5/2	SCC, T-126	S. Mullins

Career Ready 101 Online

****Fee Waived**

Career Ready 101 expands on the original KeyTrain program which prepares students for the Career Readiness Certificate (CRC). Along with Applied Math, Locating Information and Reading for Information coursework, this new program offers students the opportunity to take online courses in Career Exploration and Preparation, Financial Literacy, and Career Skills. Work around your busy schedule any time of day or night wherever you have Internet access. To register, contact Sandra Mullins at (910) 642-7141, ext. 351.

Enroll anytime 1/3-5/4 online S. Mullins

Job Networking

****Fee Waived**

Looking for employment in this tough job market? Join the club. 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 1/4-5/2 SCC, CART-126 P. Walker

Discover On-the-Job Training (OJT)

****Fee Waived**

Learn how to gain job skills while earning a salary through WIA On-the-Job Training (OJT). You will receive assistance in determining WIA eligibility, improve job seeking and keeping skills, complete a résumé and job applications, prepare for interviews, and learn about the Career Readiness Certificate (CRC). Upon successful completion of this course, participants may be referred to employers for OJT skills training.

M-F	8:30a-12:30p	1/23-2/3	SCC, T-111	P. Walker
M-F	8:30a-12:30p	3/5-3/16	SCC, T-111	P. Walker
M-F	8:30a-12:30p	4/16-4/27	SCC, T-111	P. Walker

NEW! 6 Keys to Job Hunting Success

****Fee Waived**

Learn how to make your job search successful using 6 key features that make you stand out from the competition.

T, Th	6:30-9:30p	1/17- 2/7	CCCA, Fair Bluff	M. Bromell
M-F	9a-1p	1/23-1/27	SCC, Mobile 9-1	S. Mullins
M-F	9a-1p	2/13-2/17	CSA, Delco	S. Mullins
M-F	9a-1p	3/12-3/16	W'ville Dream Center	S. Mullins
T, Th	6:30-9:30p	3/27-4/17	CCCA, Fair Bluff	M. Bromell

M-F	9a-1p	4/16-4/20	TC Family Champ	S. Mullins
M-F	9a-1p	4/30-5/4	SCC, Mobile 9-1	S. Mullins

Healthcare Academy

****Fee Waived**

Healthcare careers- is one of them right for you? Learn about career options (there's more than nursing!), skills, and training needed, salary expectations, education requirements, and financial strategies to pay for them. Hear from health care professionals who love what they do. Leave with a career pathway mapped out.

M-F	8:30a-12:30p	2/6-2/17	SCC, mobile 9-1	P. Walker
M-F	8:30a-12:30p	3/19-3/30	SCC, mobile 9-1	P. Walker

NEW! Job Skills for a Green Workplace

Promising jobs are emerging in a new, green economy. Learn about the industries that will create green jobs, the types of jobs, and the experience and training needed to be successful. Get ready for this exciting, new field.

T, Th	6-9p	2/21-3/13	SCC, HHS-115	P. Walker
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Computer/Technology Awareness

****Fee Waived**

Learn to market yourself in a tough job market using today's technology. Come learn how to use technology to locate job openings, complete online applications, use social media for effective networking, and build an electronic employment portfolio.

M, T, Th	1-4p	1/17-2/28	SCC, T-126	L. Hilburn
T, Th	9a-1p	1/17-3/1	TC Family Champ	M. Baldwin
T, Th	6:30-9:30p	1/17-3/8	CCCA, Fair Bluff	K. Moore
M, W	6-9p	1/18-3/7	CSA, Delco	J. Register
M, W	9a-1p	1/18-3/5	W'ville Dream Center	M. Baldwin
M, W	9a-noon	1/18-3/12	Sandyfield Town Hall	J. Register
T, Th	6-9p	2/7-4/10	Bogue Comm. Center	J. Register
T, Th	10a-1p	2/7-4/10	WSDA	J. Register
M, W	9a-1p	2/13-3/28	SCC, HHS-115	K. Moore
M, T, Th	1-4p	3/5-4/17	SCC, T-126	L. Hilburn
T, Th	9a-1p	3/6-4/19	TC Family Champ	M. Baldwin
M, W	9a-1p	3/7-4/25	W'ville Dream Center	M. Baldwin
M, W	6-9p	3/12-5/2	CSA, Delco	J. Register
T, Th	6:30-9:30p	3/13-5/3	CCCA, Fair Bluff	K. Moore
M, W	9a-noon	3/14-5/2	Sandyfield Town Hall	J. Register

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.

W	5-9p	1/18-5/2	SCC, HHS-129	S. Dutton
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FACT- Internet 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. When available, FACT can make computers available to participants who complete the FACT class series, are actively farming, and unable to purchase one.

M	6-9p	1/23-4/2	SCC, T-126	F. Ward
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Office Assistant Update

****Fee Waived**

There are almost 2800 office and administrative support positions in Columbus County. Update your skills to increase your competitive edge when applying for job openings. Improve job performance, interpersonal skills and communication styles. Increase information technology knowledge, teamwork, decision-making and leadership skills. Become the executive assistant employers are hiring!!

M-Th	8:30-12:00	2/6-3/29	SCC, T-126	E. Robertson
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****fee waived** - The classes listed above are fee waived for individuals who are unemployed, underemployed or dislocated workers. 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.

Other occupational extension courses:

Automotive Mechanic **\$175.00 + \$1.25 insurance**

Prepare for an entry-level position as an automotive service technician who inspects, maintains, and repairs automobiles and light trucks. Learn safety, general car maintenance, and proper use of special tools and equipment. Upon completion, you may work toward industry-recognized certifications.

M, Th 5-8:30p 1/19-4/30 E. Columbus HS Auto Shop R. Best

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.

M, W	6-9p	1/23-2/15	SCC, M-113	J. Robinson
T, Th	noon-4p	2/21-3/8	SCC, mobile 9-1	S. Dutton
M, W	6-9p	4/2-4/30	SCC, M-113	J. Robinson
T, Th	noon-4p	4/3-4/26	SCC, mobile 9-1	S. Dutton

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 Nurse Aide I certifications enable the individual to work in a skilled nursing facility.

M, W 6-9p 2/27-3/21 SCC, HHS-142 J. Robinson

Call Center Associate **\$120.00**

Interested in part-time or fulltime employment in a financial services call center? 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. Job interview assured upon successful completion.

M-Th 6-9p 3/19-4/16 SCC, mobile 9-1 T. Williams

Bank Teller/Customer Service Training **\$120.00**

Learn skills to prepare for a career in banking as a bank teller. Topics to be covered include balancing operations, handling cash, customer relations, introduction to banking operations, motivation and self-confidence, professional conduct and dress, and security procedures. Upon successful completion, you may apply for a national industry certification and are assured an interview.

T, W, Th 6-9p 2/7-3/13 SCC, mobile 9-1 Y. Gold

Heating and Air Conditioning **\$175.00 + \$1.25 insurance**

You will gain experience in troubleshooting and servicing of air conditioning and heating systems. Perform hands-on activities to gain knowledge of diagnosing, and repairing problems. Learn safety, tools, electricity, controls, and cooling/heating system components. You will be introduced to the heat pump simulator and the solar water heating system. Upon completion, you may work toward industry-recognized certifications.

M, W	6:30-9:30p	1/18-5/2	SCC, M131B	R. Harper
M-Th	8a-12p	2/6-3/15	SCC, M131B	R. Morris

Basic Surveying **\$65.00 + 1.25 insurance**

This introductory course will provide classroom instruction and field experience in making accurate measurements, determining levelness or amount of grade, using transits, and reading surveys. This course is suitable for students wanting to enter the surveying profession or to work as a helper.

T 12-5p 1/17-2/7 SCC, B104 L. Gilman

Residential and Light Commercial Wiring **\$120.00 + \$1.25 insurance fee**

You will be introduced to electrical wiring for commercial and residential buildings. Learn terminology, operating principles, safety, materials, installation and service, preventive maintenance, and troubleshooting.

F 9a-1p 1/20-4/13 SCC, M131B L. Gilman