

# HUMAN RESOURCES DEVELOPMENT

Human Resources Development classes are available at NO COST to qualified students. For more information or to register, call Jenny Troyer at 910-695-3926 or at 1-800-338-3944, ext 3926.

*Students successfully completing the HRD series may be eligible for a Continuing Education scholarship.*

## PINEHURST CAMPUS

### Computer Lab

**\$120+\$5 tech fee**

Receive one-on-one assistance to enhance the computer skills of your choice.

#3931	TBA	Aug 16-Sept 2
153 Causey Hall	M-Th	8:30-11:30 am
#3945	R. Gabric	Nov 8-18
153 Causey Hall	M-Th	8:30-11:30 am

### NEW! 15 Principles of Success

**\$120 + \$5 tech fee**

Learn how the everyday choices you make shape your life and how to re-design a positive, successful future using these principles.

#3932	T. Sinnott	Sept 7-30
211 Van Dusen Hal	T/Th	5:30-8:30 pm

### Learning Windows & the Internet

**\$120+\$5 tech fee**

Learn the basics of Microsoft Windows, how to navigate the Internet, perform job searches and use email.

#3933	C. Lam	Aug 17-Sept 9
153 Causey Hall	T-Th	2-5 pm
#3934	R. Gabric	Sept 7-23
153 Causey Hall	M-Th	8:30-11:30 am
#3935	T. Sinnott	Nov 2-Dec 9
153 Causey Hall	T/Th	5:30-8:30 pm

### Career Readiness for the Medical Office

**\$120 + \$5 tech fee**

Explore careers available, the skills needed to obtain positions and future market projections. Learn basic medical terminology and gain valuable experience using Medisoft software.

#3936	A. Dougherty	Aug 30-Oct 7
153 Causey Hall	M-Th	12-2 pm

### NEW! Goal Setting Workshop

**\$120+\$5 tech fee**

You can't reach a target you've never set. Learn the importance of knowing your goals, the obstacles you must overcome, and where you are in your journey.

#3937	T. Sinnott	Oct 5-28
214 Stone Hall	T/Th	5:30-8:30 pm

### Career Readiness Lab

**\$120 + \$5 tech fee**

Receive individualized help in finding, applying for, getting and keeping the job that is right for you. Designed as a lab, you can fit attendance in this class to your schedule and get one-on-one assistance with job-seeking skills.

#3938	C. Lam	Sept 14-Oct 21
153 Causey Hall	T-Th	2-5 pm
#3939	TBA	Nov 22-Dec 16
153 Causey Hall	M-Th	8:30-11:30 am

### Office Applications

**\$120 + \$5 tech fee**

Learn to be productive in the workplace using word processing and spreadsheet software.

#3940	R. Gabric	Sept 27-Oct 14
153 Causey Hall	M-Th	8:30-11:30 am
#3941	C. Lam	Oct 26-Nov 24
153 Causey Hall	T-Th	2-5 pm

### Computer Keyboarding

**\$120 + \$5 tech fee**

Learn to be proficient and accurate on the keyboard. For the true beginner or to improve speed and technique.

#3942	R. Gabric	Oct 18-Nov 4
153 Causey Hall	M-Th	8:30-11:30 am
#3943	C. Lam	Nov 30-Dec 16
153 Causey Hall	T-Th	2-5 pm

### NEW! Making Age an Asset in Your Job Search

**\$120 + \$5 tech fee**

Explore job and career resources, career change strategies, and tactics as an older worker. Special attention will be given to filling in skills gaps and presenting current skills in an age neutral resume.

#3944	A. Dougherty	Oct 26-Nov 9
153 Causey Hall	M-Th	12-2 pm

## WESTMOORE CENTER

### Learning Windows and the Internet

**\$65 + \$5 tech fee**

Learn the basics of Microsoft Windows, how to navigate the Internet, perform job searches and use email.

#3980	C. Lucas	Aug 17-Sept 13
101 Westmoore Center	M/T	5-7:30 pm

### Computer Keyboarding

**\$120+\$5 tech fee**

Learn to be proficient and accurate on the keyboard. For the true beginner or to improve speed and technique.

#3981	S. Umland	Sept 21-Oct 28
101 Westmoore Center	T/Th	5-7:30 pm

### Office Applications

**\$120+\$5 tech fee**

Learn to be productive in the workplace using word processing and spreadsheet software.

#3982	S. Umland	Nov 2-Dec 16
101 Westmoore Center	T/Th	5-7:30 pm