

## **HUMAN RESOURCES DEVELOPMENT CLASSES SPRING 2010**

### **Employability Skills Lab**

You will 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.

#### **Pinehurst Campus**

#1934  
Mar 15-Apr 15  
M-Th  
8:30-11:30 am  
153 Causey Hall  
\$175+\$5

#### **Carthage Day Reporting Center**

#1940  
Jan 11-Feb 25  
M/T/W  
8:30-11:30 am  
\$175+\$5

#1945  
Mar 8-Apr 14  
M/T/W  
8:30-11:30 am  
\$175+\$5

### **Computer Lab**

#### **Pinehurst Campus**

#1936  
May 3-13  
M-Th  
8:30-11:30 am  
153 Causey Hall  
\$65+\$5

### **Computer Skills for the Workplace: Learning Windows & the Internet**

You will learn the basics of Microsoft Windows. You will also learn to navigate Windows and the Internet, perform Internet job searches and use e-mail.

#### **Pinehurst Campus**

#1931  
Jan 11-28  
M-Th  
8:30-11:30 am  
153 Causey Hall  
\$120+\$5

#1942  
Feb 8-Mar 8  
M/W/Th  
2:00-5:00 pm  
153 Causey Hall  
\$120+\$5

#1938  
Feb 23-Apr 1  
T/Th  
5:30-8:30 pm  
153 Causey Hall  
\$120+\$5

**Westmoore Center in Robbins**

#1980  
Jan 11-Feb 22  
M  
5:30-7:30 pm  
\$65+\$5

**Computer Skills for the Workplace: Office Applications**

You will learn to be productive in the workplace using word processing and spreadsheet software.

**Pinehurst Campus**

# 1933  
Feb 22-Mar 11  
M-Th  
8:30-11:30 am  
153 Causey Hall  
\$120+\$5

#1939  
Apr 6-May 13  
T/Th  
5:30-8:30 pm  
153 Causey Hall  
\$120+\$5

#1944  
Apr 12-May 10  
M/W/Th  
2:00-5:00 pm  
153 Causey Hall  
\$120+\$5

**Westmoore Center in Robbins**

#1982  
Apr 8-May 13  
M/Th

5:30-8 pm  
101 Westmoore Ctr  
\$120+\$5

### **Computer Skills for the Workplace: Keyboarding**

You will learn to be proficient and accurate on the computer keyboard. This class is designed for true beginners or those wanting to improve their speed and technique.

#### **Pinehurst Campus**

#1937  
Jan 12-Feb 18  
T/Th  
5:30-8:30 pm  
153 Causey Hall  
\$120+\$5

#1932  
Feb 1-18  
M-Th  
8:30-11:30 am  
153 Causey Hall  
\$120+\$5

#1943  
Mar 10-Apr 8  
M/W/Th  
2:00-5:00 pm  
153 Causey Hall  
\$120+\$5

#### **Westmoore Center in Robbins**

#1981  
Mar 1-Apr 1  
M/Th  
5:30-8 pm  
101 Westmoore Ctr  
\$120+\$5

### **Financial Literacy**

You will learn the skills necessary to best manage your financial resources by becoming familiar with the financial obligations/expenses of working.

#1935  
Apr 19-29  
M-Th  
8:30-11:30 am

153 Causey Hall  
\$65+\$5