

Catawba Valley Community College's Human Resources Development (HRD) Program is designed to provide training and assistance to anyone who wishes to explore their career and educational options. Services help sharpen your communication and human relation skills, set realistic goals, prepare a professional resume, learn effective interviewing and networking techniques and conduct an active job search.

You may be eligible for a waiver of fees if you meet one of these criteria:

- Unemployed
- Received notice of lay-off
- Working and eligible for Federal Earned Income Tax Credit(EITC)
- Working and earning at or below 200% of federal poverty guidelines

For more information about the HRD program, call 828-327-7000, ext 4370 or visit the website: http://www.cvcc.edu/Learning_and_Personal_Enrichment/CEIC/HRD/index.cfm

Course Location Legend:

EC = East Campus

ACE= Alexander Center for Education

GW= Goodwill Industries - Conover

Computer Literacy

This course will help you gain confidence in using computers for your job search. You'll learn basic computer skills, including parts of the computer, basic navigational skills, Windows operating system, and basic Microsoft Word formatting. Students will create documents related to job search and professional development, including a cover letter, resume and employment application.

CVCC - EC 946	8/3-8/25 M/T 8:30-12:30 pm	\$60
Goodwill Industries	8/3-8/25 M/T 8:00-12:00 Noon	\$60
CVCC - EC 946	8/6-8/27 Th 8:00 am-12:00 pm; 1:00-5:00 pm	\$60
ACE	8/3-8/26 M/W 5:00-9:00 pm	\$60

CVCC - EC 946	9/1-9/29 M/T 8:30 am-12:30 pm (no class 9/7 – Labor Day Holiday)	\$120
Goodwill Industries*24	9/8-9/24 T/Th 8:30 am-12:30 pm (no class 9/7 – Labor Day Holiday)	\$65
ACE	9/2-9/30 M/W 5:00-9:00 pm (No Class 9/7 – Labor Day Holiday)	\$120
CVCC - EC946	9/3- 9/24 Th 8:00 am-12:00 pm , 1:00-5:00pm	\$120
CVCC - EC946	10/5-10/27 M/T 8:30 am-12:30 pm	\$120
Goodwill	10/6-10/29 T/Th 8:30 am-12:30 pm	\$120
CVCC - EC946	10/8-10/29 Th 8:00 am-12:00 pm; 1:00-5:00 pm	\$120
CVCC - EC946	11/2-11/24 M/T 8:30 am-12:30 pm	\$120
Goodwill Industries	11/2-11/25 M/W 8:30 – 12:30 pm	\$120
ACE	11/2-11/30 M/W 5:00 – 9:00 pm (no class on 11/25 Thanksgiving holiday)	\$120
CVCC - EC946 *24 hours	11/5-11/19 Th 8:00 am-12:00 pm, 1:00-5:00 pm	\$65
CVCC - EC *24 hours	11/30-12/15 M/T 8:00 am-1:00 pm	\$65
Goodwill *30 hours	11/30-12/15 M/T 8:00 am-1:00 pm	\$120
ACE *24 hours	11/30-12/16 M/W 5:00-9:00pm	\$65
CVCC - EC946 *24 hours	12/3-12/17 Th 8:00 am -12:00 pm; 1:00-5:00 pm	\$65

Pathways to CNA (Certified Nurse Assistant)

Are you interested in a career as a Certified Nurse Assistant? This two-day course will help prepare you for the Continuing Education Nurse Aide I course. The course will build your medical vocabulary and understanding of the medical field. Strategies for taking good class notes, reducing test anxiety and preparing for certification exams and placement tests are covered. You will learn the entry-level skills needed to get your first job as well as the job duties expected of CNAs and strategies for keeping the job you find.

CVCC-EC 8/18-8/19	T/W 8:30 am – 3:00 pm*	\$65
9/8-9/9	T/W 8:30 am – 3:00pm*	\$65
9/22-9/23	T/W 8:30 am – 3:00 pm*	\$65
10/6 – 10/7	T/W 8:30am – 3:00 pm*	\$65
10/20-10/21	T/W 8:30am-3:00pm*	\$65
11/3-11/4	T/W 8:30 – 3:00 pm*	\$65
11/17-11/18	T/W 8:30 – 3:00pm*	\$65
12/1-12/2	T/W 8:30am – 3:00pm*	\$65
12/15-12/16	T/W 8:30am – 3:00pm*	\$65

*Class is 8:30-12 Noon, 12:30 – 3:00

**Pathways to CNA
Alexander Center for Education (ACE)**

9/8, 9/9, 9/10	T/W/Th 5:00pm – 9:00pm	\$65
10/13, 10/14, 10/15	T/W/Th 5:00pm – 9:00pm	\$65
11/10, 11/11, 11/12	T/W/Th 5:00pm – 9:00pm	\$65
12/8, 12/9, 12/10	T/Wed/Th 5:00pm – 9:00pm	\$65

**Pathways to CNA
GOODWILL –CONOVER**

8/18, 8/19, 8/20	T/W/Th 5:00pm – 9:00pm	\$65
9/15, 9/16, 9/17	T/W/Th 5:00pm – 9:00pm	\$65

10/20, 10/21, 10/22	T/W/Th 5:00 – 9:00 pm	\$65
11/17, 11/18, 11/19	T/W/Th 5:00pm – 9:00pm	\$65
12/15, 12/16, 12/17	T/W/Th 5:00 – 9:00 pm	\$65

Pathways to Healthcare

This course was developed to meet training needs of unemployed and underemployed adults. The curriculum framework is based on exploration of and preparing for job search of specific occupations in the healthcare field, including Phlebotomy, Medical Terminology, Medical Billing & Reimbursement, etc. The curriculum addresses one or more of the following topics: medical career exploration, resume and job application techniques, interviewing techniques, job seeking and job keeping skills and entry-level skills awareness. (Pre-test given in this class).

CVCC – EC 1046		
8/17, 8/18, 8/19	M/T/W 1:00 – 5:00 pm	\$65
8/31, 9/1, 9/2	M/T/W 1:00 – 5:00 pm	\$65
9/21, 9/22, 9/23	M/T/W 1:00 – 5:00 pm	\$65
10/5, 10/6, 10/7	M/T/W 1:00 – 5:00 pm	\$65
10/19, 10/20, 10/21	M/T/W 1:00 – 5:00 pm	\$65
11/2, 11/3, 11/4	M/T/W 1:00 – 5:00 pm	\$65
11/16, 11/17 11/18	M/T/W 1:00 – 5:00 pm	\$65
11/30, 12/1, 12/2	M/T/W 1:00 – 5:00 pm	\$65
12/14, 12/15, 12/16	M/T/W 1:00 – 5:00 pm	\$65

21ST CENTURY EMPLOYABILITY SKILLS

This course is designed for individuals who need assistance with the following: Self Assessment, Computer Exposure, Problem Solving Skills, Communication Skills, Positive Self-Concept, and Employability Skills. It is offered several times throughout the year, Monday – Friday from 8:00 am – 2:30 pm. There is no cost for individuals who meet one of the following conditions: unemployed,

received notice of pending layoff, working and eligible for Federal Earned Income Tax Credit, or working and earning at/below 200% of Federal poverty guidelines.

CVCC-EC 947	8/3 – 8/27 M-F 8:00 am – 2:30 pm	\$65
CVCC-EC 947	9/1 – 9/25 M-F 8:00 am – 2:30 pm (no class 9/7-labor day)	\$175
CVCC-EC 947	10/5-10/29 M-F 8:00 am – 2:30 pm	\$175
CVCC-EC 947	11/2 – 11/24 M-F 8:00 am – 2:30 pm	\$175
CVCC-EC 947 *90 hours	11/30 – 12/18 M-F 8:00 am – 2:30 pm	\$175



Pathways to Career Ready Certification:

Students will sharpen their skills and work toward an industry recognized **Career Readiness Certificate**. The WorkKeys exam will be given as part of this instructional/testing class.

CVCC – EC 946	8/3-8/26 M/T/W 1:00 pm-5:00pm	\$60
CVCC – EC 946	9/2-9/30 M/T/W 1:00 pm – 5:00pm (No class on 9/7 – labor day holiday)	\$120
CVCC – EC 946	10/5-10/28 M/T/W 1:00 pm – 5:00 pm ACE	\$120
CVCC – EC 946	10/5-10/28 M/T/W 1:00 pm-5:00 pm	\$120

CVCC – EC 946	11/2-11/30 M/T/W 1:00 pm – 5:00 pm	\$120
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(no class on 11/25 – holiday)
No Dec. CRC class

KeyTrain Employability Lab:

Students will sharpen their skills and work toward an industry recognized Career Readiness Certificate. The lab is available on Tuesday and Thursday evenings from 5:30 pm – 8:30 pm and on Wednesday and Friday from 8:00 am-12 pm in Room 946 of the East Campus. (Please note: you must come to either day or night class, you cannot switch classes). Please call 828-327-7000 x 4370 for next class times.

Economic Literacy

Economic Literacy is designed to help students gain a better understanding of developing a monthly budget and cutting unnecessary costs from their expenses. It is delivered in a PowerPoint format with open discussion for questions and comments throughout the class. Handouts are given.

CVCC-EC 1046	8/28 F 9:00 am – 12:00 noon	\$65
CVCC-EC 1046	9/28 M 9:00 am – 12:00 noon	\$65
CVCC-EC 1046	10/30 F 9:00 am – 12:00 noon	\$65
CVCC-EC 1046	11/25 W 9:00 am – 12:00 noon	\$65

No Economic Literacy Classes are scheduled in December 2009.

