

ALL CLASSES REQUIRE PRE-REGISTRATION & PRE-PAYMENT

FIVE EASY WAYS TO REGISTER

- **New Instant Enrollment**
http://www.cvcc.edu/Learning_And_Personal_Enrichment/
- **Phone** 828-327-7000, Ext. 4740
- **Mail** Registration Form with payment to:
CVCC, Workforce Development • 2550 Hwy 70-SE • Hickory, NC 28602-8302
- **Fax** the Registration Form to 828-322-5455
- **Visit** the Workforce Development/Continuing Education office at the CVCC East Campus (Behind Northern Tool)

CONTINUING EDUCATION OFFICE HOURS

Monday-Thursday 8:00 am - 9:00 pm
Friday 8:00 am - 5:00 pm
Saturday 8:00 am - 2:00 pm

REFUND POLICY

This policy includes all occupational and community services classes. A FULL refund will be given if the student **officially withdraws** from class prior to the first meeting. Refunds for self-support classes may differ. After the class begins, a 75% refund of tuition only will be made if the student **officially withdraws** from the class prior to or on the 10% point of scheduled hours. *Please allow 2 weeks for processing of refunds.*

CVCC Is An Equal Opportunity/Affirmative Action Institution

ADULT BASIC EDUCATION/GED

(828) 327-7000, ext. 4353

www.cvcc.edu/basicskills or www.cvcc.edu/ged

ALL Basic Skills Education classes are available at NO CHARGE, funds provided by state and federal literacy grants. For more information call (828) 327-7000, ext 4353.

Basic Skills/GED Open Lab Hours

Monday - Thursday 8:00AM - 3:00PM and 4:30 - 8:00PM
Friday 8:00 - 12:00 Noon
Saturday 9:00 - 12:00 Noon

GED: You are required to enroll in a two-day orientation to the GED program. There, you will take a placement test to determine your academic skill levels. GED Orientation is offered twice a month: once in the morning, 8 - 12; once in the evening, 5 - 9. You may sign up at any time by calling Tina, (828) 327-7000, ext. 4353. After some study, you will be given a practice GED test to assess your readiness for the Official GED Test in each of the five subject areas. Online programs are also available once registration and orientation are completed.

ADULT BASIC SKILLS AND GED

ABE: Adult Basic Skills courses are individualized programs of study for individuals desiring to learn to read, refresh skills or improve basic skills in reading, math, writing, social studies, and science.

Adult Basic Education Catawba County

EC 1040	1/2 - 4/30	M - F	8 am - 12 pm
EC 1040	1/3 - 4/26	T/TH	5 - 8 pm

Adult Basic Education/CED Transition

EC 1200	1/2 - 4/30	M/T/W/TH	9 am - 3pm
---------	------------	----------	------------

Compensatory Education

CED: designed to provide community living skills and survival skills for adults with mental retardation.

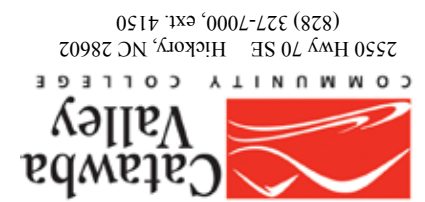
CVCC, East Campus, Room 1200 Next Step Center	1/2 - 4/30	M/T/W/TH	8 am - 3pm
---	------------	----------	------------

CVCC, East Campus, Room 1200 Next Step Center	1/4 - 4/25	W	6 - 8 pm
---	------------	---	----------

ABE & GED Catawba County

Cognitive Connections at Sipe's Orchard Home in Conover	1/2 - 4/30	M - TH	9:30 am - 12:30 pm
	1/2 - 4/30	M - TH	1 - 4 pm
EC 955	1/2 - 4/30	M - F	8 am - 12 pm

Workforce Development/Corporate & Continuing Education 2012 Spring Schedule



NON PROFIT ORG.
US POSTAGE
PAID
HICKORY NC
PERMIT NO. 38

HUMAN RESOURCES DEVELOPMENT

The Human Resources Development Program (HRD) is designed to provide training and assistance to students who wish to increase knowledge of self, sharpen communication and human relation skills, explore career and educational options, set realistic goals, prepare a professional resume, learn effective interviewing and networking techniques and conduct an active job search.

Students enrolling in HRD classes may be eligible for a fee waiver if they meet certain 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 4522 or visit the website: www.cvcc.edu/Learning_and_Personal_Enrichment/CEIC/HRD/index.cfm

Computer Literacy		\$120
1/3 - 1/26	T, W, Th 8 am - 12 Noon	EC 946
1/31 - 2/23	T, W, Th 8 am - 12 Noon	EC 946
3/6 - 3/29	T, W, Th 8 am - 12 Noon	EC 946
4/3 - 4/26	T, W, Th 8 am - 12 Noon	EC 946
1/2 - 1/30	M, Tu, W 1 - 5 pm	EC 946
2/6 - 2/29	M, Tu, W 1 - 5 pm	EC 946
3/5 - 3/28	M, Tu, W 1 - 5 pm	EC 946
4/2 - 4/25	M, Tu, W 1 - 5 pm	EC 946
KeyTrain Employability Lab		\$175
1/3 - 4/19	T 12:30 - 4 pm	EC 1046
	W 8 am - 12 pm, 12:30 - 4 pm	
	Th 8 am - 12 Noon	
1/3 - 4/19	T, Th 5:30 - 8:30 pm	EC 946
1/24 - 5/10	T, Th 8:30 am - 12:30 pm	ACE
New Start Career Skills		\$175
1/4 - 3/22	W, Th 1 - 5 pm	ACE
Pathways to CNA		\$65
1/11 - 1/12	W, Th 8:30 am - 3 pm	App Center 1118
1/25 - 1/26	W, Th 8:30 am - 3 pm	App Center 1118
2/8 - 2/9	W, Th 8:30 am - 3 pm	App Center 1118
2/22 - 2/23	W, Th 8:30 am - 3 pm	App Center 1118

3/7 - 3/8	W, Th 8:30 am - 3 pm	App Center 1118
3/21 - 3/22	W, Th 8:30 am - 3 pm	App Center 1118
4/11 - 4/12	W, Th 8:30 am - 3 pm	App Center 1118
4/25 - 4/26	W, Th 8:30 am - 3 pm	App Center 1118
5/9 - 5/10	W, Th 8:30 am - 3 pm	App Center 1118
1/10 - 1/12	T, W, TH 5 - 9 pm	ACE
2/14 - 2/16	T, W, TH 5 - 9 pm	ACE
3/13 - 3/15	T, W, TH 5 - 9 pm	ACE
4/10 - 4/12	T, W, TH 5 - 9 pm	ACE
5/8 - 5/10	T, W, TH 5 - 9 pm	ACE
1/17 - 1/19	T, W, TH 5 - 9 pm	Goodwill
2/21 - 2/23	T, W, TH 5 - 9 pm	Goodwill
3/20 - 3/22	T, W, TH 5 - 9 pm	Goodwill
4/17 - 4/19	T, W, TH 5 - 9 pm	Goodwill
Pathways to Healthcare		\$65
1/9 - 1/10	M, T 8:30 am - 3 pm	App Center 1118
1/23 - 1/24	M, T 8:30 am - 3 pm	App Center 1118
2/6 - 2/7	M, T 8:30 am - 3 pm	App Center 1118
2/20 - 2/21	M, T 8:30 am - 3 pm	App Center 1118
3/05 - 3/6	M, T 8:30 am - 3 pm	App Center 1118
3/19 - 3/20	M, T 8:30 am - 3 pm	App Center 1118
4/09 - 4/10	M, T 8:30 am - 3 pm	App Center 1118
4/23 - 4/24	M, T 8:30 am - 3 pm	App Center 1118
5/7 - 5/8	M, T 8:30 am - 3 pm	App Center 1118
Pathways to Office Careers		\$65
1/10 - 1/25	T, W 1 - 5 pm	App Center 1111
2/7 - 2/22	T, W 1 - 5 pm	App Center 1111
3/13 - 3/28	T, W 1 - 5 pm	App Center 1111
4/10 - 4/25	T, W 1 - 5 pm	App Center 1111
Resume Skills Lab		\$175
1/2 - 4/19	M-W 2:30 - 5 pm	EC 947
	Th 1 - 5 pm	EC 946
Workplace Skills		\$175
1/2 - 1/27	M - F 8 am - 2:30 pm	EC 947
1/31 - 2/24	M - F 8 am - 2:30 pm	EC 947
3/5 - 3/29	M - F 8 am - 2:30 pm	EC 947
4/2 - 4/27	M - F 8 am - 2:30 pm	EC 947

*Lunch from 12:00 - 12:30 daily.

20,000 copies of this public document were printed at a cost of 12¢ per copy

