

# JOB TRAINING STARTS HERE

## FALL 2016 CLASSES

Job Training for Unemployed and Underemployed



### GOODWILL CAREER CONNECTIONS CENTER

Workforce Development Center  
719 West Center Street  
Lexington, NC 27292



IN PARTNERSHIP WITH  
**DCCC**  
THE COLLEGE OF  
DAVIDSON AND DAVIE COUNTIES



## PLUS 50 TECH AWARENESS

The focus of this course will be on digital media as it relates to job searching and networking strategies. Students will learn how to stay connected on the go with devices such as iPad, tablets and smart phones and how to utilize these resources in their job search.

**AUGUST 24 - SEPTEMBER 2**      **W/F 10:00AM - 12:30PM**  
**NOVEMBER 30 - DECEMBER 9**      **W/F 10:00AM - 12:30PM**



## WORKPLACE COMPUTER SKILLS

This course prepares students for the technological demands of the current workplace. Students will learn how to create resumes, apply for jobs, and function successfully in a working environment where computers and other similar technologies are in use. Course work includes keyboarding, word-processing, internet awareness, job search strategies, and more! No previous computer knowledge is required.

**AUGUST 30 - NOVEMBER 1**      **T/TH 9:00AM - 12:00PM**



## PATHWAYS TO OFFICE ADMINISTRATION

The Curriculum framework is based on the position of Office Administrative Specialist and includes the following topics: career exploration, entry level skills development and soft skills.

**SEPTEMBER 12 - NOVEMBER 21**      **M/W 6:30PM - 8:30PM**



## ELECTRICIANS TRAINING PAID COURSE

This course is designed to cover the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm's law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electric Code will be covered as well. Students will get hands- on training to demonstrate the knowledge they have gained from the course. **\*SCHOLARSHIPS ARE AVAILABLE\***

**AUGUST 22 - DECEMBER 14**      **M/W 5:30PM - 8:30PM \*NO CLASS ON 9/5\***



## NOTARY PUBLIC PAID COURSE

**OCTOBER 24 - OCTOBER 26**      **M/W 6:30PM - 9:30PM**  
**DECEMBER 19 - DECEMBER 21**      **M/W 6:30PM - 9:30PM**



## PATHWAYS: CATERING 101

This course provides the framework for employment in a catering facility. The course will focus on numerical planning, decorative planning, customer service/ soft skills and overall work ethic. This course will also offer time management as well as provide an overall guide to the steps to run a successful event! Students will work both on and off site at a catering business for on- the- job training.

**AUGUST 17 - OCTOBER 20**      **W/TH 6:00PM - 8:00PM**



## CUSTOMER SERVICE DEFINED

An intensive learning experience designed to prepare students for working in a variety of customer service settings. This course will focus on customer service understanding and skills as well as effective use of communication, Time and conflict management techniques to handle even the most challenging customer service opportunities.

**OCTOBER 10 - DECEMBER 14**      **M/W 6:30PM - 8:30PM**



## PHCAST (DIRECT CARE WORK)

**Description Phase 1:** The curriculum is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to Direct Care Work and the PHCAST initiative, employment and educational goals. The content of instruction materials focuses on: career exploration, self-assessment, general soft skills (including communication, professionalism, teamwork, time and stress management), and layperson CPR.

**Description Phase 2:** The curriculum is based on personal home care aid training and includes entry-level skills development such as terminology and basic concepts, development of skills required for functional concepts required for home aid care workers, and pathways and career options available at this phase and further opportunities.

**PHASE 1: AUGUST 22 - SEPTEMBER 19**      **M/W 6:30PM - 8:30PM** \*NO CLASS ON 9/5\*

**PHASE 2: SEPTEMBER 26 - DECEMBER 14**      **M/W 6:30PM - 9:00PM**



## MEDICAL OFFICE SECRETARY PAID COURSE

Student will gain the skills and knowledge needed for an entry level position as an administrative assistant. Covered will be general procedures, legal and ethical aspects of the job, and computer software in the medical office. The student will also discover the value of good communication and problem solving skills in the workplace. The last week of the course, all students will prepare for and take the WorkKeys assessments in Reading for Information, Locating Information, and Applied Math, which would give successful students a Career Readiness Certificate. **\*SCHOLARSHIPS ARE AVAILABLE\***

**OCTOBER 10 - DECEMBER 14**      **M/W 6:30PM - 8:30PM** \*NO CLASS ON 11/24\*

# A BRIGHTER FUTURE BEGINS AT GOODWILL'S WORKFORCE DEVELOPMENT CENTER



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