



## WORKFORCE READINESS CLASSES

Tuition-Waived Classes for Unemployed,  
Underemployed & Dislocated Workers

**To Register for Classes**  
**Call Kristi Phifer at 704-290-5216**

### JOB SEARCH ASSISTANCE

**Career Planning and Assessment** – In this course, students will assess their interests, values, aptitudes, and readiness as related to career, employment, and/or educational goals. A great class for individuals who are in *Career Transition*.

M,T,W,Th Time: 12:30 PM – 2:00 PM Bldg. A, Room 336

**Resumes and Job Searching Skills** – This class allows students to focus on employment applications, create/update resumes, interviewing skills, internet job searching skills, career exploration and customer service skills.

M,T,W,Th Time: 8:30 AM – 11:30 AM Bldg. A, Room 336

**Computer Skills for Job Seekers** – Learn basic computer skills, technology based job search strategies, applying for employment online, and accessing governmental and educational resources and services.

M,T,W,Th Time: 8:30 AM – 11:30 AM Bldg. A, Room 328

**Social Media for Job Seekers** – This course explores how to leverage social media as an effective tool for the job seeker. Participants will learn how to develop a web presence via a variety of different social media sites to include LinkedIn, Twitter, and Pinterest.

M, T Time: 5:30 PM – 8:00 PM Bldg. A, Room 313

### CAREER AND PROFESSIONAL DEVELOPMENT

**Career Readiness for Financial Records** – Explore careers in financial records and learn to track funds, manage payrolls, process invoices, monitor inventory, create and manage budgets using QuickBooks.

M,T,W,Th Time: 8:30 AM – 11:30 AM Bldg. A, Room 312

**Communication Skills for the Workplace** – Learn effective communication skills. Topics include body language, problem solving, decision making, cultural differences, interpersonal skills, leadership, teamwork, mentoring and much more.

M,T,W,Th Time: 12:30 PM – 2:00 PM Bldg. A, Room 336

**Introduction to Personal Finance (Money Smart)** – Learn the concept of money management by understanding bank services, maintaining a checking account, preparing a personal budget: understanding credit and the importance of credit history, learning about installment loans and introduction to home loans. Developed by the **FDIC**.

M,T,W,Th Time: 12:30 PM – 2:00 PM Bldg. A, Room 336

**Working Smart: Soft Skills for Workplace Success** – This course provides critical, work-related interpersonal skills. Each lesson focuses on a specific skill required to succeed and advance in the workplace: self-awareness, self-management, work ethics, communication and problem solving skills. You will become a better employee as you learn to identify your core beliefs, realize the power of perception, and understand expectations and accountable behavior.

M,T,W,Th Time: 8:30 AM – 11:30 AM Bldg. A, Room 328

**Career Readiness for Small Business** – This 6-week class will allow students to learn the entrepreneurial traits, knowledge and skills needed to start a business using a situational learning approach. Topics covered include goal setting, economic development, marketing, business operations, mission statements, financials and more.

T,Th Time: 5:30 PM – 8:30 PM Bldg. A, Room 102

**Classes offered Monday – Thursday will be held at 4209 Old Charlotte Highway in Monroe.**

**For more information, you can also visit our Workforce Readiness Webpage at**

**[www.spcc.edu/programs-and-courses/college-career-readiness/](http://www.spcc.edu/programs-and-courses/college-career-readiness/)**



**WORKFORCE READINESS CLASSES**

**Tuition-Waived Classes for Unemployed,  
Underemployed & Dislocated Workers**

**To Register for Classes  
Call Kristi Phifer at 704-290-5216**

**MEDICAL**

**Career Readiness for Medical Office Administration**

Explore careers in Medical Office Administration including educational requirements, entry-level duties, skills, medical terminology, customer service, coding and billing.

T/Th Time: 5:30 PM – 8:30 PM Bldg. A, Room 313

**Career Readiness for the Medical Workplace** – Explore careers in the medical workplace and learn to process patient records, schedule appointments, create insurance claims, reports, lists, and patient statements using Medisoft.

T/Th Time: 5:30 PM – 8:00 PM Bldg. A, Room 313

**MANUFACTURING**

**Career Readiness for High Tech Manufacturing** – Explore today’s high tech manufacturing career pathways. Learn about manufacturing technologies as well as career options, job market, and projected salary information. This class will also cover some basic skills in electrical, safety, lean manufacturing and solar energy.

M,T,W,Th Time: 8:30AM-11:30AM Bldg. A, Room 336

**Introduction to Computer-Aided Design (Solid Works)** – This course introduces the basic principles of blueprint reading and machine shop fundamentals using Solid-works software, for careers in high tech manufacturing.

W,Th Time: 5:30 PM – 8:30 PM Bldg. A, Room 312

**NATIONAL CAREER READINESS CERTIFICATE**

**Career Readiness Certificate, Employability Lab** – Increase your chances for employment and promotion by obtaining your National Career Readiness Certificate at SPCC. This is a portable credential that validates your skill level in Reading for Information, Locating Information and Applied Mathematics.

M Time: 1:00 PM-4:00 PM Bldg. A, Room 157

W Time: 8:30 AM-12:30 PM/1:00 PM-4:00 PM Bldg. A, Room 157

**EMPLOYABILITY LAB**

This open entry lab provides employability skills training designed to be self-directed, self-paced to meet the customized needs of unemployed and underemployed adults. This class allows job seekers to focus on employment applications, resumes, cover letters, interviewing skills, and internet job searching skills

Friday Time: 9:00AM-12:00PM Winchester Location

**Classes offered Monday – Thursday will be held at 4209 Old Charlotte Highway in Monroe.  
For more information, you can also visit our Workforce Readiness Webpage at  
[www.spcc.edu/programs-and-courses/college-career-readiness/](http://www.spcc.edu/programs-and-courses/college-career-readiness/)**