



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 1520

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.

T,W,Th

Time: 8:00 AM – 12:00 PM

Bldg. A, Room 1311

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: 8:00 AM – 12:00 PM

Bldg. A, Room 1311

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,W

Time: 5:30 PM – 8:30 PM

Bldg. A, Room 1311

CAREER AND PROFESSIONAL DEVELOPMENT

Career Readiness for Financial Records – Explore careers in financial records, navigate Quickbooks software that track funds, manage payroll, process invoices, monitor inventory and create reports.

M,T,W,Th

Time: 8:30 AM – 11:30 AM

Bldg. A, Room 1520

-or-

T,Th

Time: 5:30 PM – 8:30 PM

Bldg. A, Room 1520

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 1520

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 1520

Working Smart – 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 1520

Career Readiness for Small Business – Explore entrepreneurial traits, knowledge and skills used in business. Topics explored include goal setting, economic development, marketing, business operations, mission statements and financials.

T,Th

Time: 5:30 PM – 8:30 PM

Bldg. A, Room 1417

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/



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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 1522

Career Readiness for the Medical Workplace – Explore careers in the medical workplace, navigate Medisoft software that processes patient records, schedule appointments, insurance claims and patient statements.

T,Th Time: 5:30 PM – 8:30 PM Bldg. A, Room 1522

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 explore some basic skills in electrical, safety, lean manufacturing and solar energy.

M,W Time: 5:30 PM – 8:30 PM Bldg. A, Room 1520

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 (1st & 3rd of each month) Time: 8:30 AM - 12:30 PM Winchester Location

NATIONAL CAREER READINESS CERTIFICATE

Increase your chances for employment and promotion by obtaining your National Career Readiness Certificate. The Career Readiness Certification is a portable credential that promotes career development and skill attainment for the individual and confirms to employers that an individual possesses basic workplace skills. Career Readiness participants are assessed in Workplace Documents, Applied Math and Graphic Literacy.

For more information call 704-290-5216

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