



# Human Resource Development

## Davie Campus Class Schedule

1205 Salisbury Road | Mocksville, NC 27028 | 336.751.2885

### New Classes coming in 2012

#### **Foreclosure Prevention**

This workshop will assist students in understanding all that is involved in a Foreclosure and steps needed to prevent it. If you qualify, the N. C. Foreclosure Prevention Fund can help you reduce your monthly payments to an amount you can afford by refinancing your second mortgage with zero –interest, deferred loan up to \$30,000. The fund provides help for employed North Carolina homeowners who are struggling to pay their second mortgage because of previous unemployment, a cut in salary, or temporary financial hardship.

If interested in this workshop, please contact **Jonathan Thill at 336-224-4539 or [jmthill@davidsonccc.edu](mailto:jmthill@davidsonccc.edu)**

#### **Career Planning**

This course is designed to give students the materials needed to make a realistic plan for career and/or educational goals. FREE if unemployed or underemployed or \$125.00.

If interested in this workshop, please contact **Jonathan Thill at 336-224-4539 or [jmthill@davidsonccc.edu](mailto:jmthill@davidsonccc.edu)**

### **Computer Skills for Today's Workforce – Beginner**

This course is designed for the person that knows little or nothing about the computer. Students will learn basic computer operations and functions, how to send emails and how to navigate the Internet. The student will learn the value of using the computer as a job search tool. FREE if unemployed or underemployed or \$125.00.

### **Computer Skills for Today's Workforce - Intermediate**

This course is a follow up to Computer Skills for Today's Workforce: Beginner (Computer Skills for Employability I). The student will be introduced to Microsoft Word and Excel. FREE if unemployed or underemployed or \$125.00.

### **Computer Skills for Today's Workforce - Advanced**

This course is a follow up to Computer Skills for Today's Workforce: Beginner (Computer Skills for Employability I). The student will be introduced to Microsoft Excel, Access and PowerPoint. FREE if unemployed or underemployed or \$125.00.

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### **Keyboarding**

This course explains keyboard functions, mouse functions and hand placement. It allows user practical application to get familiar with the keyboard and typing. FREE if unemployed or underemployed or \$125.00.

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