

Pre-Employment Programs

Economic Literacy (Richmond County)

Learn how to better handle your personal money and household finances.

Beg/End	Day	Time	Location	Tuition
1/7 – 3/11	F	9 – 12 p.m.	RCC/DeWitt/103	Fee waivable

Economic Literacy (Scotland County)

Provides training for unemployed adults, learn real life concepts that help them make better financial choices. Coupon usage will be taught to maximize food dollars.

Beg/End	Day	Time	Location	Tuition
1/7 – 3/25	F	12 – 1 p.m.	HC/126	Fee waivable

Employability Lab (Scotland County - Day)

Learn how to fine tune your job seeking skills. You will learn how to complete applications, write résumés, and handle interview questions. We will also complete applications on line. This is an open ended class and you may register at any point.

Beg/End	Day	Time	Location	Tuition
1/3 – 2/24	M-TH	10 – 1 p.m.	Scotland Ctr./107	Fee waivable

Employability Lab (Scotland County – Evening)

This class is designed to assist individuals who desire to take the **Career Readiness Certificate /Work Keys** test. There is focus on CRC, practice tests, and test taking strategies. This is an open-ended class and you may register at any point.

Beg/End	Day	Time	Location	Tuition
1/3 – 5/11	M, W	5:30 – 7:30 p.m.	Scotland Ctr./107	Fee waivable

Employability Lab (Richmond County)

Rework your resume, learn how to conduct yourself during an interview, and learn how to use the internet to job search. CRC assistance is also available (Open-ended, open-exit format).

Beg/End	Day	Time	Location	Tuition
1/3 – 3/24	M-TH	10 – 1 p.m.	Leak Street/R'ham	Fee waivable

Introduction to Computers (Richmond County)

Become computer literate in this start “from the beginning” basics class.

Beg/End	Day	Time	Location	Tuition
1/3 – 2/3	M-TH	1 – 3 p.m.	RCC/DeWitt/103	Fee waivable
2/7 – 3/10	M-TH	1 – 3 p.m.	RCC/DeWitt/103	Fee waivable
3/14 – 4/21	M-TH	1 – 3 p.m.	RCC/DeWitt/103	Fee waivable

Contact Information:

Enroll by calling (910) 410-1844 or 410-1701