

Name _____

Address _____

Phone number _____

Birth date _____

Student ID (CID) number _____

Name of the class you want to take _____

Course Number _____

Tuition Amount _____

GED or ESL class site _____

Teacher Name _____

TABE/Best Plus score _____

Prepare for your Career!

These Career-focused Classes are designed specifically to help you explore a career path, while you complete your studies in the College & Career Readiness program.

- Hospitality-Hotel and Restaurant Certification
- Intro to Medical Terminology
- Intro to Medical Insurance & Billing
- A Career in Auto Maintenance: Introduction
- Automotive Detailing
- Welding Practical
- CompTIA IT Computer Fundamentals
- Intro to Construction: Pre-apprenticeship

“It was great to be able to take these classes while finishing my high school credential. The training helped me decide what career I wanted to pursue, and now I have a job in the hospitality industry!”— Grace E.



Career-focused Classes

for COLLEGE AND CAREER READINESS Students

For more information contact:

Sue O’Neill
 Transitions Coordinator
 919-334-1516
 smoneill@waketech.edu

Wendy Elston Davis
 CCR Counselor
 919-334-1506
 wselstondavis@waketech.edu



Financial assistance may be available for students with a social security number.



ccr.waketech.edu

Determine your eligibility and sign-up for classes.
 Call (919) 334-1516

Hospitality Hotel and Restaurant Certification*

Gain real-world knowledge and skills needed for a long-term career in the lodging industry. Topics include front desk, reservations, housekeeping, bell services, restaurant service, banquet setup, and OPERA Property Management System (used in most major hotel companies). Additionally, students will have the opportunity to earn the ServSafe, CRC, and TIPS certificates. (168 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

Apr. 20-Jul. 20; 9 a.m.–12:30 p.m. (Mon.-Thurs.)
Public Safety Education Campus, Room 1108

Cost: \$180; Book/testing fee: \$125

A Career in Auto Maintenance: Introduction*

Changing careers or just starting out? Learn skills for entry-level automotive service positions in oil and lube maintenance, and gain confidence for the job market. A qualified standards instructor will present automotive systems service, manager's expectations, and career options as well as industry trends. (30 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

May 19-Jun. 17; 6:30–9:30 p.m. (Tues. & Thurs.)
Main Campus, Automotive and Heavy Equipment Technology Building (AHT)–Room B 140

Cost: \$125; Other fees: \$12.50

Automotive Detailing*

Learn how to professionally clean an automobile and prepare for auto detailing jobs available in the area! Become skilled in basic detailing, including the fundamentals of engine detailing, interior and exterior cleaning, and waxing and buffing techniques. Learn the proper use of chemicals and tools, how to recognize auto problems, how to estimate cost and time requirements, and much more. (96 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

Apr. 20-May 28, plus Sat. class on May 30 & Jun. 6;
5:30-8:30 p.m. (Mon.-Thurs., plus 2 Saturdays)
Majestic Solutions
1001 Corporation Parkway, Raleigh 27610

Cost: \$200

CompTIA IT Computer Fundamentals*

Course covers all of the concepts needed to pass the Strata IT Fundamentals certification exam. You will learn basic computer hardware components, hardware compatibility issues, software installation and functions, security risks and prevention, preventative maintenance and green technology issues. This course is ideal for anyone preparing to enter the IT workforce and professionals changing careers to IT or technology-related fields. (30 hours)

***ASE Low (9.0) or higher or ERV with first language expertise**

May 21-Aug. 6; 6:30–9:30 p.m. (Thurs.)
Northern Wake Campus, Bldg. B Room 329 or

May 21-Aug. 6; 6:30-9:30 p.m. (Wed.)
Main Campus, PLM Room 260

Cost: \$142.50; Book: \$20-\$65; Voucher (testing): \$66

Career-focused Classes for COLLEGE AND CAREER READINESS STUDENTS



Intro to Medical Terminology*

Discover how to understand the language of health care. Medical terminology covers the specific words and phrases you will need to function effectively in the field. (24 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

Fall 2015

Cost: \$77; Book fee: \$50 (required)

Medical Terminology I, also available to eligible students.

Intro to Medical Insurance and Billing*

Learn how to submit physicians' charges to insurance companies - and how to manage every aspect of the medical insurance claims process successfully. You'll learn how to read insurance cards, correspond with insurance companies via the Internet, set up a fee schedule, complete and file CMS 1500 forms, and handle CPT charges. (24 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

Fall 2015

Cost: \$77; Book fee: \$50 (required)

Welding Practical*

Build skills in stick welding that are in high demand. Learn about shop safety, proper use of tools, and machinery care. Also investigate employment opportunities. (44 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

May 19-Jun. 25; 6–10 p.m. (Tues. & Thurs.)
Main Campus, Ready Hall, Room 105

Cost: \$125

Personal equipment cost: \$120; Fees: \$67.50

Introduction to Construction: Pre-apprenticeship*

This course in Core Curriculum will prepare students for careers in the construction industry by building foundational skills and safe workplace practices in welding, electrical, and equipment management aspects of construction. OSHA training and industry-recognized NCCER credentials are an important feature of the class. (100 hours)

***ABE Intermediate High (6.0) or higher ERV level only**

Fall 2015; 6-9 p.m. (Tues., Thurs, and 2 Saturdays)
Beltline Education Center

Cost: \$200; Personal equipment cost: \$85