

www.ed2go.com/ccwa

Online Courses: A new section of every course will begin on the 3rd Wednesday of every month.

Ed2Go A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Get Grants

Learn how to develop successful, fundable grants from experts in the field.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Becoming A Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Introduction To Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Creating Your Own Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Ed2Go www.ed2go.com/ccwa \$95

Ed2Go Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Ed2Go www.ed2go.com/ccwa \$95

JER How to Interview Like a Professional

Learn the secrets to having a successful interview to get the job you really want. (Contact Hours: 10)

JER Online www.coursecatalog.com/ccwa
Begins Anytime \$55

JER Learn How to Write the Kind of Cover Letter That Gets Results

A highly effective writing approach that increases the chances of getting your resume reviewed. (Contact Hours: 10)

JER Online www.coursecatalog.com/ccwa
Begins Anytime \$18

JER Resume Writing

This course demonstrates the process of writing a resume that will result in an interview. (Contact Hours: 15)

JER Online www.coursecatalog.com/ccwa
Begins Anytime \$69

WEBINARS FOR JOB SEEKERS

Position yourself to stand out in today's competitive job market with insiders' secrets to a successful search. This series of 1-hour webinars will tell you what you really need to know to land the job you want. Enroll in any or in all of them.

BUSC 2435 Identify Your 'Best Job Fit' **NEW**

Whether you are seeking a job in a familiar industry or exploring alternative careers, this webinar will help you explore your "best job fit." This webinar will show you how to:

- assess your skills, abilities, interests and values and match your profile to career options
- identify your transferable skills – competencies you have developed that you can apply to any number of jobs
- sell your transferable skills to prospective employers
- review career assessment resources

Course Contact/Clock Hours - 1 hrs.

Fee: \$29

Textbook/materials included.

37341	Th	Jul 30	12:00 PM – 1:00 PM	Webinar Online
74802	Th	Oct 8	12:00 PM – 1:00 PM	Webinar Online

BUSC 2436 Networking That Gets Results **NEW**

Experts report that 60-70% of jobs are found through networking. This webinar demonstrates how to build and use a powerful network to land your ideal job. At the conclusion of this webinar, you will be able to:

- identify your network
- develop a networking plan
- conduct a networking meeting
- discover hidden job opportunities

Course Contact/Clock Hours - 1 hrs.

Fee: \$29

Textbook/materials included.

74803	Th	Aug 6	12:00 PM – 1:00 PM	Webinar Online
74804	Th	Oct 22	12:00 PM – 1:00 PM	Webinar Online

Meet our Instructors

Pamela A. Wiegardt

Pam is a career coach with a background in higher education and sports psychology. She teaches others how to enhance productivity and attain peak performances at work and in life.

Pam has been a college professor, director and consultant of workplace wellness, and a training specialist. Her specific areas of interest and expertise include: career development, productivity and performance training, customer service, stress management, supervision and communication skills.

BS, Education, James Madison University
 MA, Education, Sam Houston State University
 MBTI Certified
 EdD, Education, University of Virginia



BUSC 2437 Strategic Resumes **NEW**

The primary purpose of a resume is to market your skills and accomplishments in a way that will secure an interview. This webinar will show you how to construct a resume that stands out. At its conclusion, you will be able to:

- identify 4 types of resumes and choose the format that is best for you
- write a clear objective and a powerful profile summary
- decide what to include and exclude on a resume
- write "WOW" statements that match specific job requirements
- avoid the most common resume errors
- write a convincing cover letter

Course Contact/Clock Hours - 1 hrs.

Fee: \$29

Textbook/materials included.

74805	Th	Aug 20	12:00 PM – 1:00 PM	Webinar Online
74806	Th	Nov 5	12:00 PM – 1:00 PM	Webinar Online

BUSC 2438 Powerful Communication Skills **NEW**

Effective communication skills are essential for optimal networking and successful interviews. This webinar will show you how to:

- make a positive first impression
- speak confidently
- actively listen
- use and read body language (non-verbal communication) to your advantage

Course Contact/Clock Hours - 1 hrs.

Fee: \$29

Textbook/materials included.

74808	Th	Sep 3	12:00 PM – 1:00 PM	Webinar Online
74809	Th	Nov 19	12:00 PM – 1:00 PM	Webinar Online

BUSC 2439 Interview With Confidence **NEW**

Preparation is the key to mastering the interview. This webinar addresses the interview process. Topics include:

- how to prepare for an interview
- what employers really look for
- the interview format
- putting your best foot forward
- sample answers to typical questions
- responding to difficult questions
- after the interview . . .

Course Contact/Clock Hours - 1 hrs.

Fee: \$29

Textbook/materials included.

74810	Th	Sep 17	12:00 PM – 1:00 PM	Webinar Online
74812	Th	Dec 3	12:00 PM – 1:00 PM	Webinar Online