

FUNDAMENTAL JOB SKILLS

There are three basic things that almost everyone needs in order to qualify for a job:

- **A High School Diploma or Equivalency Certificate:** Technically this is not actually a skill. It's a certificate — a piece of paper. But if you don't have this piece of paper, it will be almost impossible for you to get a good job. Most employers simply will not consider hiring you. A high school diploma or certificate is a ticket to get into the job market.

Fortunately, it is not too difficult for most people to get a diploma or equivalency certificate, even if they had a bad experience in high school. More information can be obtained through Pitt Community College Transitional Studies:

Adult High School (493-7560) offers traditional classes for adults who wish to complete their high school educations.

PCC's High School Equivalency program allows students to earn equivalency certificates by passing tests in reading, writing, math, science, and social studies. The program also includes classes to help students prepare for the tests. Students may choose among three equivalency tests: the General Education Development ("GED") test, the High School Equivalency Test ("HiSET"), and the Test of Adult Secondary Completion ("TASC").

PCC's Adult Basic Education ("ABE") and Adult Basic Literacy Education ("ABLE") programs (493-7377) offer instruction for adults who may not be able to schedule time for Adult High School, but need academic help to prepare for one of the high school equivalency tests.

ABLE is especially helpful in working with students who need to improve their skills in basic reading and writing. Other excellent resources can be found at Literacy Volunteers of Pitt County (353-6578).

- **The Ability to Speak and Understand the English Language:** Unless you work at one of the rare jobs where English is not used, or where someone is available to translate conversations with English-speaking customers, vendors, and others, you will probably have very limited career options unless you learn to speak English.

PCC offers free classes in English Language Acquisition (493-7213). These classes are designed to help people with little or no English language proficiency to develop their ability to speak, understand, read, and write English, and to perform basic math using English. The classes are also designed to provide transitions to high school equivalency, U.S. civics training, and post-secondary education.

Before beginning the classes, students must attend a 3-hour orientation session at the beginning of each semester. A schedule of upcoming orientation sessions is given on the PITTworks Home Page and Event Calendar.

- **A Basic Level of Skill in Reading, Writing, and Math:** Many people have acquired these skills by the time they finish high school. But not everyone does. Even if someone has their high school diploma, it will not allow them to get very far if they lack these fundamental skills.

If you think you may need further training in basic reading, writing, or math, please contact Pitt Community College Transitional Studies (493-7377) or Literacy Volunteers of Pitt County (353-6578).

Level 13.1