

ACC ADULT WORKFORCE EDUCATION NEWSLETTER

Volume 5 Issue 1 January 2017

Enroll Today!

Auburn Career Center's Adult Workforce Education department offers a variety of programs and training to meet the demands of the ever-changing workplace. Whether you are looking to start a new career or expand on your existing skills, Auburn can help.

Auburn's Adult Workforce Education department is currently accepting applications for the following programs:

Program	Start Date	End Date	Total Tuition
EMT Basic	2/21/17	7/27/17	\$1394.00
Firefighter	2/23/17	7/27/17	\$1,840.00 (gear rental)
Paramedic	3/6/17	3/3/18	\$6933.00
Auburn PN (Evening)	4/4/17	3/23/18	\$13,950.00 (iPad is

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KEY DATES

January 16, 2017 — NO CLASSES. Auburn Career Center will be closed Monday, 1/16/17 in observance of Martin Luther King Day.

February 20, 2017 — NO CLASSES. Auburn Career Center will be closed Monday, 2/20/17 in observance of Presidents Day.

LinkedIn...The Latest and Greatest Approach to Finding a Job!

If you haven't heard of LinkedIn already then you should definitely take the time to look into it. LinkedIn is a social networking site designed specifically for the business community. As a LinkedIn member, you are able to create a profile page that highlights your employment history and education that can be shared with the public. Your profile becomes accessible to everyone who is wishing to search an individual with credentials that are similar to yours. To create an account, simply go to www.linkedin.com and register. Members are able to take advantage of either a limited free account or you can upgrade to a paid account with additional benefits.

Here are ten tips for using LinkedIn to find your next job:

- 1) Complete your profile. Your profile should match your resume.
- 2) Post a photo. Include a professional, flattering and engaging photo to show off your image.
- 3) Add contacts. You need to add all of your professional and personal contacts to expand your network as broadly as possible.
- 4) Ask and give recommendations. You want to target important people who have supervised your work at each of the position you have listed on LinkedIn.
- 5) Watch your spelling and grammar. Just like a resume, your profile and communications on LinkedIn may be judged by those reading it.
- 6) Update your status frequently. By updating your status often you'll be more visible to your network. share articles and resources related to your expertise.
- 7) Join groups and get active. Joining groups within your industry will help you find job leads.
- 8) Connect into target companies. Create a target company list of 10 to 20 employers and use LinkedIn to connect with potential hiring managers within the organization.
- 9) Perform company research. LinkedIn is great for researching organizations, especially prior to interviews.
- 10) Keep in touch! Don't just add people to your LinkedIn and then forget about them.

Network, Network, Network. It's the way to go!





Instructor Spotlight Randy Horvath, Automotive Technology

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I was pleased to have the opportunity to interview Auburn Career Center's Automotive Technology instructor, Randy Horvath. Randy has a passion for the work he does and Auburn is proud to have him as part of our Adult Workforce Education faculty.

How long have you been working in the career field that you are teaching?

I have been working in the automotive field for 25 years. During the day I work as an automotive technician at a local service building and then I teach at Auburn in the evenings. I have been an instructor with Auburn Career Center for 10 years

What certifications do you hold?

I hold ASE certifications in 8 different areas including brakes, steering, suspension, drivability, electrical, transmission, air-conditioning, and engine repair.

What do you enjoy most about teaching at Auburn Career Center?

I enjoy working with the students and seeing them learn new skills that they can use for future careers. It feels really good to know that the knowledge I am teaching my students will help make a difference in their life.

What do you do in your spare time?

I enjoy doing projects around my house. DIY shows and Youtube videos are my favorite! I also enjoy spending time with my nieces and nephews.

What advice do you have for students wanting to go into the automotive field?

My advice to all students is to work hard and keep up with the technology in the field. The technology changes daily so the more on top of it you are, the better your skill level will be. If you don't, you'll find yourself in a jam pretty quickly.

Thank you Randy for your dedication to Auburn Career Center!

REMINDERS!

Attendance Policy

Students are reminded they are required to maintain at least 90% attendance in order to obtain certification for their class. If the program is modularized, students are required to maintain 90% attendance in each module to obtain a certificate in each module. Specific classes may have a 95% attendance policy. If unsure, please refer to your student handbook or course syllabus.

Financial Aid Office Hours

Tuesday, Thursday, and Friday
7:30 a.m. to 3:30 p.m.
Monday and Wednesday
10:00 a.m. to 6:00 p.m.

For an appointment contact
Shelley Barto, Financial Aid Specialist at
440-357-7542 ext. 8326
or email at
sbarto@auburncc.org