HRD Classes Offered

HRD Introduction to Keyboarding
Be prepared for keyboarding used in the workplace by learning the elementary keyboarding skills. Explore careers and/or training opportunity options.

HRD Resume/Interviewing/Internet Job Search
Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your job interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.

HRD Pre-Employment Training
Prepare for employment by developing a positive attitude, learning how to communicate, and realizing the importance of punctuality and good attendance. Earn an Employability Certificate and make a connection with local employers.

HRD Success By Choice
Develop a healthy self-esteem and positive attitude to enhance personal and career success. Establish goals and explore career opportunities.

HRD Workplace Computer Literacy
Prepare for employment and/or make the transition into further computer training an easy one by learning the introductory skills or operating a computer.

HRD Nurse Readiness and Assessment
Obtain assistance in the selection of a healthcare career, prepare for the educational programs of nursing (LPN and RN), and review for the pre-nursing exam.

HRD WorkKeys Lab
(1:00-5:00) on Monday, Tuesday, Thursday, and every other Wednesday)
Prepare to earn a Career Readiness Certificate (CRC) using a self-paced computerized curriculum. You can determine your skills, advance your skills and pretest in the areas of Applied Math, Locating Information, and Reading for Information.

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Adult Basic Skills Summer 2008 Classes

Joh-Link Career Center
Joh-Link Career Center
Collins & Alkman
Roosevey Ventures
St. John's Parish House
St. John's Parish House
Joh-Link Career Center
Joh-Link Career Center
St. John's Parish House
Foothills Industries
MTWTh
F
M
MTWTh F
MTWTh F
MTWTh
MTWTh F
MTWTh F
Comp. Ed. classes

FREE!

MCW3001

McDowell Technical Community College

Aprendo Ingles!
Clases gratuitas de Inglés. MCWCC

Basic Skills ofrece clases de Inglés como Segundo idioma, educación para adultos y niños.

Domingo
Clases de jo-Link Career Center y Jueves 6:30 p.m.–1:30 p.m. en la oficina de job-link en Watauga. St. John's Episcopal Parish House-

Para más información: visítenos en www.jo-link.com o llame al 336-6001, ext. 211 1:30 p.m. - 4:30 p.m.

GED Orientation Dates
GED Orientation and Testing is held at the JobLink Career Center, located in the Old Moore's Building on Main Street in Marion.

For more information or to schedule an appointment for GED Orientation, please call the JobLink Career Center (desk at) 828-659-6001, ext. 8100. Orientation dates and times will vary.