

Human Resources Development (HRD)

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace.

All classes in the HRD program are held at the JobLink Career Center, located in downtown Marion at 316 Baldwin Avenue, Suite 2, in the basement of the former Moore's Building.

Classes are scheduled on a continuous basis throughout the year. Classes are forming now. For further information or to register for a specific class, contact Jimmy Hensley at 828/659-6001, ext. 140.

Begin with an HRD class as the first step to "the future you never thought existed!"

Are you unemployed or underemployed? If your answer is "yes," Human Resources Development (HRD) has a class for you. No registration fee applies if you are unemployed and looking for work or working and meet special income guidelines. (If you do not fall in either category, the usual occupational extension fee will apply.)

HRD Classes Offered

HRD Basic Keyboarding/Computer Skills

Be prepared for keyboarding/data entry used in the workplace by learning the elementary keyboarding skills and gaining an introduction to computers. Explore careers and/or training option opportunities.

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

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 interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.

HRD Nursing Career Readiness
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 Career Planning and Assessment

Find out about you, search for the ideal career, and get in touch with the resources to reach your goal.

North Carolina



Career Planning, Training & Placement Services

McDowell County JobLink Career Center

Career Planning, Training & Placement Services

SERVICES

- Career Counseling
- Career Exploration/Research
- Career Testing/Assessment
- Career/Job Related Faxing & Copying Services
- Computer Software Tutorials
- Education & Training Information/Access
- English As A Second Language (ESL)
- GED/Adult Basic Skills
- Internet Job Search
- Interview/Job Search Preparation
- Job Listings/ Job Referrals
- Labor Market Information
- NC Career Readiness Certificate (CRC)
- Needs & Services Referral
- Resume Preparation
- WorkKeys@Preparation (Key Train)
- WorkKeys@Testing

SHORT-TERM JOB READINESS CLASSES

Classes are offered at no cost if you are unemployed, have been notified of a lay off, or are working and meet special income guidelines.

- Get a Resume" (15 hours)
- "Search for the Ideal Career" (15 hours)
- "Learn to Use a Computer" (30 hours)

PARTNERS ON SITE

The following partners have staff at the center on a part-time or full-time basis.

- Employment Security Commission
- McDowell Co. Dept. of Social Services
- Workforce Investment Act (Adult and Youth Program)
- McDowell Technical Comm. College
- Vocation Rehabilitation

LOCATION & HOURS

McDowell County JobLink Career Center
316 Baldwin Avenue, Suite 2
Marion, NC 28752
Phone: 828-659-6001/Fax: 828-659-8733
8:30 AM – 5:00 PM Monday – Friday

CRC

Career Readiness Certification

WWW.CRCNC.COM

659-6001

Get the career certification that works,
Career Readiness Certification is your ticket to a better job.



HRD Career Readiness Certificate (CRC) Prep

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential recognized nationally, that shows employers your skill level in Applied Math, Reading for Information, and Locating Information. Prove to employers you have the skills to do the job by earning a bronze, silver or gold certificate.

Adult Basic Skills Fall 2010 Classes

Class Type	Location	Days	Times
ABE/GED	Online	Mon-Sun	NA
ABE/GED	JobLink	Mon-Thur	8:30 AM – 8:00 PM
ABE/GED	Cedarbrook	Tue & Thur	1:30 – 3:30 PM
ABE/GED	Recovery Ventures	Tue & Thur	6:30 – 9:30 PM
ABE & ESL	St. John's	Mon – Thur	8:30 AM – 2:30 PM
ESL	JobLink	Mon – Thur	6:30 – 9:00 PM
CED Math	Foothills Industries	Mon – Fri	8:45 AM – 3:15 PM
CED Vocational Ed	Foothills Industries	Mon – Fri	8:45 AM – 3:15 PM
CED Community Living	Foothills Industries	Mon – Fri	8:45 AM – 3:15 PM
CED Social Science	Foothills Industries	Mon – Fri	8:45 AM – 3:15 PM

All Adult Basic Skills classes are free of charge. Students may enter class throughout the semester and may attend the class that is most convenient for them.

All those wishing to enter ABE/GED class must first attend an ABE/GED Orientation.

For more information, please call 659-6001 for ABE/GED information or 925-1550 for ESL information.

Change Your Directionand change your Life!



Get Your GED!

JobLink Career Center
316 Baldwin Avenue- Marion, NC

Call Today- 659-6001

GED Internet Class



Enroll now in the **GED Program** and find out how you can start preparing for the GED Test by working online.

Fast-Track GED

Get back on the right track by getting your GED. MTCC is now offering GED Fast-Track Classes both day and evenings to help people prepare for the GED Test. These classes are on-going throughout the year and are free of charge. Classes will be held at the McDowell County JobLink Career Center. For more information call 659-6001 or come by JobLink.

GED Orientation Dates

GED Orientation and Testing is held at the McDowell County JobLink Career Center,

located at 316 Baldwin Avenue in Marion.

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

Adult Basic Skills

The mission of the Basic Skills program is to provide educational opportunities to adults 16 years or older who are out of school. The program addresses the needs of adults who do not have a high school diploma or who lack sufficient basic education skills to enable them to function effectively in society. Classes are free of charge and are offered in a variety of settings and at a variety of times.

Adult Basic Education (ABE)

ABE is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem-solving, or computation at a level necessary to function in society, on a job or in the family.

English as a Second Language (ESL)

ESL is a program of instruction designed to help adults who are limited English proficient to achieve competence in the English language. Classes are offered at beginning through advanced levels of instruction.

General Educational Development (GED)

GED is a program which provides instruction and testing for adults to complete their high school equivalency. The GED test consists of the following five tests: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. Upon attaining minimum standard scores of 410 on each of the 5 tests and a total score of 2250, a high school equivalency is awarded to the student by the State Board of the Community College System.

Compensatory Education (CED)

Compensatory Education is a community college program designed specifically for adults with intellectual disability. The purpose of the program is to compensate these adults for the lack of, or inadequate, education received earlier. The focus of the Compensatory Education Program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living.

APRENDE INGLES!

Clases gratis de Ingles.

MTCC Basic Skills ofrece clases de Ingles como Segundo idioma, educación para adultos y otros.

DONDE?

JobLink Career Center: lunes a jueves 6:30 p.m.-9:00 p.m.
St. John's Parish House: lunes a jueves 8:30 a.m.-2:30 p.m.

CUANDO?

Para más información: Ven al centro JobLink lunes a 6:30 p.m. o llame al: 925-1550

by George Kyriakeas
Graduating Photography Student

