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 opportunities.

**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 Pre-Employment Training**
Prepare for employment by developing a positive attitude, learning to communicate well, 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 using an easy one by learning the introductory skills of operating a computer.

**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.

**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 WorkKeys Lab**
(1-5pm 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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**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 ABE/GED Orientation, please call the JobLink Career Center (front desk) at 828-659-6001, ext. #100. Orientation dates and times will vary.

**Adult Basic Skills Fall 2008 Classes**

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Location</th>
<th>Days</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE/GED</td>
<td>JobLink</td>
<td>Mon-Thur</td>
<td>8:30 AM - 8:00 PM</td>
</tr>
<tr>
<td>ABE/GED</td>
<td>Cedarbrook</td>
<td>Tue &amp; Thur</td>
<td>1:30 - 3:30 PM</td>
</tr>
<tr>
<td>ABE/GED</td>
<td>Recovery Ventures</td>
<td>Tue &amp; Thur</td>
<td>6:30 - 9:30 PM</td>
</tr>
<tr>
<td>ABE/GED</td>
<td>IAC (C &amp; A)</td>
<td>Mon-Fri</td>
<td>8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Family Literacy</td>
<td>St. John’s</td>
<td>Mon - Fri</td>
<td>9:00 AM - 12:30 PM</td>
</tr>
<tr>
<td>ABE</td>
<td>MCI</td>
<td>Mon - Fri</td>
<td>8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>GED</td>
<td>MCI</td>
<td>Mon - Fri</td>
<td>8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>GED</td>
<td>Mon &amp; Wed</td>
<td>5:00 - 7:00 PM</td>
<td></td>
</tr>
<tr>
<td>ESL</td>
<td>MCI</td>
<td>Mon &amp; Wed</td>
<td>5:00 - 7:00 PM</td>
</tr>
<tr>
<td>ESL</td>
<td>MCI</td>
<td>Mon - Fri</td>
<td>8:00 AM - 11:00 AM</td>
</tr>
<tr>
<td>ESL</td>
<td>JobLink</td>
<td>Mon - Thur</td>
<td>6:30 - 9:00 PM</td>
</tr>
<tr>
<td>CED Math</td>
<td>Foothills Industries</td>
<td>Mon - Fri</td>
<td>8:45 AM - 3:15 PM</td>
</tr>
<tr>
<td>CED Vocational Ed</td>
<td>Foothills Industries</td>
<td>Mon - Fri</td>
<td>8:45 AM - 3:15 PM</td>
</tr>
<tr>
<td>CED Community Living</td>
<td>Foothills Industries</td>
<td>Mon - Fri</td>
<td>8:45 AM - 3:15 PM</td>
</tr>
<tr>
<td>CED Social Science</td>
<td>Foothills Industries</td>
<td>Mon - Fri</td>
<td>8:45 AM - 3:15 PM</td>
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</tbody>
</table>

**APRENDE INGLES!**

Clases gratis de Ingles.

**McDowell Technical Community College**
A partner in JobLink Career Center, a user-friendly facility providing job seekers access to a variety of employment and training services. Local professionals from various partner agencies work together to provide the best service for all customers. JobLink is convenient, efficient and effective. Check us out!

**McDowell County JobLink Career Center**
Career Planning, Training & Placement Services

**JobLink**

- Locations and hours
- Employment services
- Job search assistance
- Vocational training
- Adult education
- Career planning

**JobLink is a partner in JobLink Career Center**

**JobLink Career Center**

- Locations and hours
- Employment services
- Job search assistance
- Vocational training
- Adult education
- Career planning

**PARCELA EN EXITO**

Clases gratuitas en el centro de aprendizaje inglés ofrecen una variedad de servicios a los empleados. 

**McDowell County JobLink Career Center**

- Locations and hours
- Employment services
- Job search assistance
- Vocational training
- Adult education
- Career planning

**Frozen child care**

- Locations and hours
- Employment services
- Job search assistance
- Vocational training
- Adult education
- Career planning

**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 81 South Main Street, Suite 2, in the basement of the former Moore’s Building.

Classes are scheduled on a continuous basis throughout the year. Classes are firmed now. For further information or to register for a specific class, contact Jimmy Hensley at 828-659-6001, ext. 105.

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

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**McDowell Technical Community College**

- Locations and hours
- Employment services
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- Adult education
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**McDowell County JobLink Career Center**

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**Adult Basic Skills classes teach reading, writing, mathematics, and communication skills needed by adults who did not complete a 12-year public school education.**

ABE/GED classes prepare adults for the Official GED Test.

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.

Family Literacy includes ABE/GED and ESL classes with a pre-school class for the 2-5 year-old children of Family Literacy students.

All those wishing to enter Family Literacy or ABE/GED class must first attend an ABE/GED Orientation, and those wishing to enter ESL class must first attend an ESL Orientation.

For more information, please call 659-6001, ext. 101 for ABE/GED information or 925-1550 for ESL and Family Literacy information.