



HRD PROGRAM
*can offer you classes
 in the BEST way to help plan for
 your future and career.*
FREE CLASSES
for those who qualify.

To enroll call the
 Continuing Education Division
 (828) 286-3636, ext. 344 or 346.
 Doris Crute, HRD Coordinator

Registration Fee waived for those who
 qualify if you meet one of the following
 criteria's:

- ✓ Unemployed
- ✓ Received notice of a layoff
- ✓ Working, eligible for Federal Earned
Income Tax Credit
- ✓ Working, earning wages 200% below
the Federal Poverty Level

Visit our website at
www.isothermal.edu/conedu

The FOUNDATION



*Our mission is to educate and train individuals
 for success in the workplace. We accomplish
 our mission through solid course offerings
 based on six core curriculum components:
 Assessment, Self-Concept, Employability Skills,
 Problem-Solving Skills, Communication Skills and
 Information Technology.*

Information or Pre-Registration
828-286-3636
 Ext. 344 or Ext. 346

Registration Form

Name _____

Mailing Address _____

Social Security # _____

Home Phone _____

Work Phone _____

Classes I'm interested in:

Mail Registration Form to:
 Isothermal Community College
 Continuing Education/HRD
 PO Box 804
 Spindale, NC 28160

ISO THERMAL
 COMMUNITY COLLEGE
 PO Box 804
 Spindale, NC 28160

Isothermal Community College is an equal opportunity, learning centered institution.



Continuing Education Division



Your Career
with the

H Human
 Resources
 Development
RD
PROGRAM

Moving Forward In 2010
 Summer June, July, August

Career Exploration & Workforce Development Classes

With, the unemployment rate in Rutherford County at a new high, you may want to think about getting the education and training you need to move forward in 2010.

The HRD PROGRAM has new and exciting classes to help prepare you for a new employment or career.

NEW! Resume Writing Class

May 18 – August 12, 2010
Tuesdays and Thursdays
9-12 Noon
The Foundation/Willow Room

Learn how to create a resume and cover letter. Learn how to complete an online application. (Just about every employer in Rutherford County would like to receive an online application and resume via the internet) You will discover job seeking skills and the 50 worst and most common job interview mistakes. You will gain useful knowledge on career resources. Upon leaving this class you will have completed a resume and cover letter and you will know how to complete an online application.

NOTE: If you need to meet the requirements for Re-Employment Assessment and Re-Employment Services, mandated from ESC, then this is the class for you. Pre-Register Today!

To Enroll call the Continuing Education Division
(828) 286-3636, ext. 344 or 346.
Classes will be offered each semester.

Around the World Computer Skills

May 24 – August 11, 2010
Monday and Wednesday
1-4:00 PM
The Foundation/Willow Room

Students will begin learning Keyboarding Skills. Most people think that hunting and pecking on the computer is a correct way to key, let us teach you the skills needed for your next employment. Then you will move around to Basic Computer Skills, where you will learn Microsoft Word 2007; create documents, make folders, cut, copy and paste. Then move around to Advanced Computer Skills you will learn the basic of Excel and Powerpoint. This class will include creating a resume, cover letter, job search skills on the computer and more career development skills.

Farmers Adopting Computer Training (FACT)

May 17 – August 10, 2010
Monday and Tuesday
6:00PM-8:00PM
Willard Lewis Life Long Learning Center,
Room 208

FACT is a project designed to train farm families how to use computers for their farming operations so that they will become more competitive in the marketplace. You will learn how to use the keyboard, basic computer skills, how to create document, navigate the internet and use search engines to find information on farming.



KeyTrain/Work Keys Lab Hours for Spindale Campus

May 17 – August 12, 2010
Monday, Tuesday, Wednesday and Thursday
9:00 AM – 5:15 PM
Willard Lewis LifeLong Learning Center,
Room 208

NEW! KeyTrain/WorkKeys Lab Hours for Polk Campus

May 17 – August 11, 2010
Monday and Wednesday
10:00 AM – 2:00 PM
KeyTrain Computer Lab

Classes are available for students participating in the JOBSNOW program and for all other students who enroll and want to prepare for the WorkKeys Test. Students will complete a pre-assessment in Reading for Information, Applied Mathematics and Locating Information. Once you have completed your assessment and reach your goal level in all three subject areas, then you can take the WorkKeys Test. Once completed you will be awarded a Career Readiness Certification certificate. This certificate will show employers that you have the workplace skills needed for employment.

NOTE: To all JOBSNOW students these classes are required, before you can complete the program.



Career Readiness for JOBSNOW

Classes will be announced according to scheduled classes for JobsNow. To enroll call the Continuing Education Division (828) 286-3636, ext. 344 or 346. Classes will be offered each semester.

Employability Lab for Job Seekers

Essential skills lead to better jobs. If you are unemployed or underemployed and looking to upgrade your skills or to learn new skills this lab will help you. Discover how to strengthen your self-esteem, career exploration skills, and job keeping skills. See how technology can help you find the best job.

Rutherford Co. JobLink Center/ESC
139 East Trade Street, Forest City, NC 28043
Thursday Only 1-4 PM

HRD Classes provides employability skills training for the unemployed and underemployed adults. Each class is designed to help individual's self-esteem, career exploration, job seeking/keeping skills, and the role of information technology. Registration fee waived for those who qualify. Supplies and materials provided.

The HRD Program can offer you classes to help

- Plan for your future career and new job opportunities***
- Learn new skills***
- Upgrade skills***
- Write a resume and cover letter***
- Explore job search strategies***
- Career direction and resources***