HRD Classes provides employability skills training for 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

To enroll call the Continuing Education Division 828-395-1606 or 395-1405.
Doris Crute, HRD Coordinator

Registration Fee waived for those who qualify if you meet one of the following criteria:
✓ Unemployed
✓ Received notice of a layoff
✓ Working, eligible for Federal Earned Income Tax Credit
✓ Working, earning wages 200% below the Federal Poverty Level

Information or Pre-Registration
828-286-3636
Ext. 1606 or Ext. 1405

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

Visit our website at
www.isothermal.edu/conedu
**Basic Medical Office Assistant**
Medical Office Assistant is a fast growing occupation in today’s workforce. Medical Assistants are key members of the healthcare industry. Medical Assistants provide assistance to the doctor and give information to patients and visitors regarding healthcare procedures. In class you will learn administrative procedures, hands-on experience in scheduling patients’ appointments, how to prepare insurance forms as well as learn job search skills.

January 7 – February 22, 2013
Monday, Wednesday, Friday
9:00 AM – 12:00 Noon
The Foundation/Willow Room

**Basic Medical Coding and Billing**
Students will learn the basic practical skills needed to be a medical biller or coder. Students will learn how to work with patients from the time they walk into the office until the time they walk out. Medical Billing/Coding is another fast growing occupation in the healthcare field. This class will also give the student job duties and the role as a medical biller, discuss job search preparation, how to prepare a resume and where to find medical biller/coder employment. Perquisite required: Computer Skills

January 8 – March 14, 2013
Tuesday and Thursday
1:30 - 4:30 PM
Student Center, Room 12

**Medical Office Assistant for the Workplace**
In this course students will learn about the daily duties of a medical office and will discuss career exploration and how to find a job as a Medical Coder/Biller.

March 19 – May 14, 2013
Tuesday and Thursday
1:30 PM – 4:30 PM
Student Center, Room 12

**C l e a r s t r a t e g y s a n d  W o r k f o r c e  D e v e l o p m e n t  C l a s s e s**

**Career Planning for Health Care Careers**
This class will help you identify and plan your next career in the Health Care field. Health Care is one of the fastest growing occupations in North Carolina. In class you will find out about other health care programs available for you. You will explore your interest and skills, to help prepare you for the job that match your interest. Also in class you will learn how to research the labor market and find information on available jobs.

April 22 – May 13, 2013
Monday, Wednesday and Friday
9:00 AM – 12:00 Noon
The Foundation/Willow Room

**Around the World Computer Skills**
In class you will learn parts of the computer, keyboarding skills, and basic understanding of the operating systems. In class you will navigate the internet, locate labor market information, and create a resume and cover letter. You will also learn how to complete an online application for the workplace and create a professional email account. Choose from one of the following dates:

January 7 – May 15, 2013
Monday, Wednesday and Friday
1:00 PM – 4:00 PM
The Foundation/Willow Room
February 5 – May 14, 2013
Tuesday and Thursday
5:00 PM – 8:00 PM
The Foundation/Willow Room

**Resume Writing for Job Seekers**
In class you will learn what a resume is and how to create a successful resume for your next interview. A resume is a summary of your experiences and knowing how to sell yourself on paper is not as easy as you think. Come prepare to learn the techniques in creating a resume. Also you will learn how to attach a resume to an online application. You will learn interviewing techniques and how to prepare for the career readiness certification.

January 8 – May 14, 2013
Tuesday and Thursday
9:00 AM – 1:00 PM
The Foundation/ Willow Room

**Computer Technology Skills for Job Seekers**
This course is designed to assist in developing an awareness of the impact that technology have on your chosen path. In all occupations, technology has impacted the worker by raising the level of skills required for the job. Come learn basic computer skills, how to create a resume, and learn job search skills on the internet. All these skills are needed to be successful in your next career.

January 29 – May 2, 2013
Tuesday and Thursday
2:00 pm – 4:00pm
Student Center, Room 12

**Employability Lab/KeyTrain**
In Rutherford County and surrounding areas, local companies and businesses want you to have the Career Readiness Certificate before applying for a position. Come and prepare yourself to take the Workkey test by first pre registering for the Employability Lab. You will practice pre assessments in Applied Math, Reading for Information and Locating Information. Once you have obtained a level 5 then you are ready to take the CRC test. You can either earn a bronze, silver or gold certificate. This certificate will show the employer that you have the workplace skills needed to satisfy their requirements.

The cost is $30.00 for the test. (That is $10.00 per test) If funds are available there will be no charge to take the test. CRC test is given on the 2nd and 4th Wednesday of each month in the Foundation/, Hickory Room. Choose from any of the following classes.

January 7 – May 15, 2013
Monday, Tuesday, Wednesday and Thursday
9:00 AM – 1:00PM
Thursday, 5:00 pm – 8:00 PM
The Foundation/Willow Room

**Life Skills for Today’s Women**
(Formerly Employment Security Office, Forest City)

January 10 – March 27, 2013
Monday and Wednesday
9:00 AM – 1:00PM
The Foundation/Willow Room

**Medical Billing/Coding**
This class will introduce students to the Electronic Health Record (EHR) through practical applications and hands on exercises. This class will help the student learn how to work with patients from the time they walk into the office until the time they walk out. Medical Billing/Coding is another fast growing occupation in the healthcare field. This class will also give the student job duties and the role as a medical biller, discuss job search preparation, how to prepare a resume and where to find medical biller/coder employment. Perquisite required: Computer Skills

January 8 – March 14, 2013
All classes are free if you qualify.

**To enroll call the Continuing Education Division (828) 395-1606 or (828) 395-1405**

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

**Sign up Today! New Skills - Better Employment!**