## Personal Development

### HRD - Job Basics and Beyond

Human Resources Development (HRD) Program. "Survival in the World of Work: It's a Jungle Out There!"

HRD instructors will guide you in:

**Career Assessment:**
1. Assess your interests, skills, and work values with inventories and activities.
2. Match them with the best jobs and careers for you.
3. Explore education/training and employment opportunities through various job search techniques.

**Employer Expectations:** Identify and match your strengths with employer expectations for job success. Develop job-keeping and advancement skills.

**Interviews:** Turn that stressful interview into an adventure and BAG that dream job!

**SCHEDULE FOR ABOVE:** To enroll in a course, call one of the phone numbers listed below. **All HRD materials are furnished.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC/Job Link, Bryson City</td>
<td>488.2149 Th · 1-4P · Wells</td>
</tr>
<tr>
<td>ESC/Job Link, Franklin</td>
<td>369.9534 M · 2-4:30P · Ruppert</td>
</tr>
<tr>
<td>ESC/Job Link, Sylva</td>
<td>586.4063 W · 1-4:30P · Ruppert</td>
</tr>
</tbody>
</table>

### GED Test Schedule

Cost for the test is $7.50. You must pre-register through the GED preparatory classroom. For more information, call the counseling office at 828.586.4091, ext 486. SCC offers a wide variety of GED preparation classes at no charge. **Applications are due seven business days before the scheduled test.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashiers Center</td>
<td>October 6, 7, 8</td>
<td>8:15A-1P</td>
</tr>
<tr>
<td>Cherokee Center</td>
<td>November 2,4</td>
<td>8:15A-1P</td>
</tr>
<tr>
<td>Jackson Campus</td>
<td>August 9, 10, 13, 14</td>
<td>4:15-9P</td>
</tr>
<tr>
<td>Macon Center</td>
<td>September 22, 23</td>
<td>8:15A-1P</td>
</tr>
<tr>
<td>Swain Center</td>
<td>August 25, 26</td>
<td>8:15A-1P</td>
</tr>
</tbody>
</table>

Call your nearest SCC Center to pre-register for classes.
Literacy & GED Preparation

Take the first step ...

toward earning your GED at home

SCC’s On-line program allows you to work when you can, where you can.

- Free GED Preparation
- Perfect for busy schedules
- New classes start every month
- Perfect solution to rising gas costs

How to get started:
- Have access to a computer and Internet connection
- Attend 2 nights of Orientation (call for dates)

For more information call:
586.4091 or 800.447.4091
John Duncan ext. 248
or
Rita Gregory ext. 329

Adult Basic Skills, GED Preparation and Adult High School: Classes are offered on all levels from beginning reading to GED preparation and Adult High School Diploma. Classes are interactive and use adult learning techniques. Individualized instruction, open entry, multiple class locations and times make these classes customer friendly and facilitate student success. If you or someone you know needs to complete his or her education, call the SCC Center nearest you. All literacy classes are free. You can start classes at any time and do not need to wait for the beginning of the new semester.

CHEROKEE

Basic Skills/GED Prep/Adult High School (AHS)
- Cherokee Center · 8A-2:45P · MTWTh · Curtis

Basic Skills/GED Prep
- Cherokee Center · 5:30-7:30P · TTh · Kennedy
- Dora Reed Child Care Center · 6-9P · M · Jordan

English as a Second Language
- Cherokee Center · 6-9P · MWThSu · Krisciokaityte

JACKSON COUNTY

Basic Skills/GED Prep/Adult High School (AHS)
GED On-Line
- Jackson Campus, Founders Hall, Room 112
  8A-3P · MTW · Roche, Duncan
  8A-2P · Th · Roche, Duncan
  5-9P · MW · Pasetti, Plaster
- Cashiers Center
  5-8 P · MW · Miller

Basic Skills/GED Prep
- Jackson County Family Resource Center
  6-8P · TW · Wells
- Mtn. Projects, Sylva
  5-8P · WTh · Russell
English as a Second Language
· Jackson Campus, Founders Hall, Room 112
  8A-3P · MTW · Roche, Duncan
  8A-2P · Th · Roche, Duncan
  5-9P · MW · Pasetti, Plaster
· Cashiers Center
  6-8P · T · Stroud
· Jackson County Family Resource Center
  6-8P · T · Johnson

Beginning Reading
· Jackson County Family Resource Center
  6-8P · TW · Steckelberg

MACON COUNTY
Basic Skills/GED Prep
· Macon Center
  8A-N · MTWTh · deMaintenon, Welch
  5-8P · TTh · deMaintenon, Calloway, Welch

English as a Second Language
· Macon Center · 5:30-8:30P · MW · Ruppert, Edmonds
· St. Francis Catholic Church · 7-9P · TTh · Deeks, Dieckmann, Edmonds
· Macon Program for Progress · 7-9P · MTh · Johnson

Basic Skills/GED Prep
· Peggy Crosby Center, Highlands · 5-8P · Th · Miller

SWAIN COUNTY
Basic GED/GED Prep/Adult High School (AHS)
· Swain Center · 9:30A-3P · MTW · Wells

Basic Skills/GED Prep
· Swain County Family Resource Center · 6-8P · MW · Sutton

English as a Second Language
· Swain County Family Resource Center
  6-8P · Th · Brewer

*AHS (Adult High School): Earn adult high school credits and receive your adult high school diploma. For more information, call Joan Moulton at 586.4091, ext. 361.

SCC is now offering on-line preparation for your GED

Want to earn a GED but don’t have time to attend class? SCC has the answer for you with its GED On-line Program. Join John Duncan in two four-hour training sessions - scheduled at a time convenient to you - and then choose your own time to work on “class” assignments on-line.

“It’s the perfect resource for busy people,” Duncan says. “After the two orientation sessions, they choose when and where they work. And I’ll be available on-line or by phone for conversations and assistance both during the day and evening hours.” GED On-line students will be able to reach Duncan either by phone or email at SCC from 8 a.m. to 12 noon, Monday through Thursday, and in the evenings
on-line.

For more information call:
586.4091 or 800.447.4091
John Duncan ext. 248
or
Rita Gregory ext. 329

John Duncan, GED On-line instructor and student contact