



CORNERSTONES
CAREER LEARNING CENTER, INC

Aberdeen Campus

... your work is our job

FALL COURSE SCHEDULE 2011

ADULT EDUCATION/GED PREPARATION
BUSINESS & TECHNOLOGY TRAINING
SPECIFIC JOB SKILLS TRAINING

420 SOUTH ROOSEVELT
ABERDEEN SD 57402-4730
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WWW.CORNERSTONESCAREER.COM

MISSION

...to assess, promote, provide education and employment training services to area workforce and employers.

HISTORY

CCLC was formed in 1986 under the auspices of the Greater Huron Development Corporation to serve a diversifying area workforce and was incorporated as a private non-profit in 1994. The program was funded by the SD Department of Labor through the SD Workforce Development Council. A satellite office in Mitchell was opened in 1997, and in 2009, operations were further expanded to include Aberdeen, Eagle Butte, and Mobridge.

COURSE ORIENTATION

Most courses include an orientation prior to course dates to prepare enrollees for upcoming course requirements or to allow enrollees to complete any pre-requisite assessment testing. Contact the course administrator.

All participants are assured nondiscrimination based on race, color, sex, marital status, religion, national origin, disability, age, political affiliation, citizenship or beliefs. Cornerstones Career Learning Center, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Classes are sponsored in part by the US Dept. of Labor & Regulation, Employment Training Administration and the SD Dept. of Labor Adult Education & Literacy program.



United Way supported Agency

ADULT EDUCATION

Cornerstones offers free courses to prepare individuals for their GED and to assist them in increasing their basic education. All Adult Education and Literacy courses will prepare you for GED Testing and improve basic skills for employment or continuing education. For more information contact Doris (605) 626-2298.

Session 1

Sept 6 - Oct 13 8:30AM-10:00AM
Monday - Thursday
Orientation: Sept 6 - 8:30AM

Session 2

Sept 26 - Nov 3 10:15AM-11:45AM
Monday - Thursday
Orientation: Sept 26 - 10:15AM

Session 3

Oct 24 - Dec 1 8:30AM-10:00AM
Monday - Thursday
Orientation: Oct 24 - 8:30AM

Session 4

Nov 14 - Dec 22 10:15AM-11:45AM
Monday - Thursday
Orientation: Nov 14 - 10:15AM

ENGLISH AS A SECOND LANGUAGE

Tuesday & Thursday
6:00PM - 8:00PM

Session 1	Sept 6 - Sept 28
Session 2	Oct 3 - Oct 26
Session 3	Oct 31 - Nov 30
Session 4	Dec 5 - Dec 21

GED TESTING DATES

Contact Cornerstones for more information about testing requirements. Tests dates are subject to change.

September 15
October 27
December 8

BUSINESS & TECHNOLOGY

Understanding Personalities in the Workplace
Sept. 21 1:00PM - 4PM

Understanding the characteristics of your own personality and those of your co-workers, employees, and supervisors can lead to increased motivation, production, and harmony in the workplace. Cost \$30.

The Multi-Generational Workplace
Oct. 26 1:00PM - 4PM

With four generations at work in most organizations, understanding cross-generational communication issues has become a vital part of the workplace. Contact CCLC about arrangements. Cost \$30.

NATIONAL CAREER READINESS CERTIFICATE

This national credential is part of a comprehensive system that helps individuals gain the skills businesses need to build tomorrow's workforce. It verifies core employability skills that are valuable to all businesses and industries, and provides a standardized approach to recognizing the universal value of these skills to job success.

Three Essential Skills

The National Career Readiness Certificate (NCRC) requires qualifying scores on three assessments that provide a measure of "real world" workplace abilities essential to success in thousands of jobs:

Reading for Information - Necessary to read and use written text, including memos, letters, directions, and signs, in order to do a job

Applied Mathematics - Necessary to apply mathematical reasoning, critical thinking, and problem-solving techniques in work settings

Locating Information - Necessary to locate, summarize, and use workplace information, including charts, forms, diagrams, maps, and gauges

Four Certificate Levels

The NCRC recognizes individual skills at three levels and awards a different certificate for each level:

Platinum certificates signify that an individual possesses skill levels needed for 99 percent of the occupations profiled.

Gold certificates signify that an individual possesses foundational skill levels needed for 90 percent of the occupations profiled.

Silver certificate holders qualify for 65 percent of the occupations profiled.

Bronze certificate holders are qualified for 35 percent of the occupations profiled.

Help for the Hiring Process

Cornerstones Career Learning Center provides job profiling services:

- Employers understand the core skills needed for each job in the company
- Open positions can be listed as "NCRC preferred"
- Employers and job seekers can match the skills needed for the job to their skill levels using certificates

Contact Davin at 626-2298 to inquire about
NCRC