

**The John D. Rockefeller IV
Career Center**
Adult and Community Programs



Daytime and Evening Courses

Fall 2013

**95 Rockside Road
New Cumberland, WV 26047**
Phone: 304-564-3337 Fax: 304-564-4058

WWW.JDRCC.ORG

*Located on WV State Route 2 in New Cumberland,
1 mile north of the State Route 8 intersection.*

Attention BUSINESSES :

We have the most modern training facilities available in the Ohio Valley. Our computer (including our new TOC Lab) and technical area labs are second to none; and our instructors are certified professionals capable of conducting the training programs your company needs. We can also provide space for you to conduct your own meetings, seminars, and training for a nominal fee. Our building has wireless networking and is internet ready which is perfect for interactive training. Call us for more details at (304) 564-3337.

We are continually searching for new adult part time programs and instructors. If you are interested please call for further information.

NOTICE

If you have a disability and/or require special assistance, please contact the Career Center Director at 304-564-3337 to make special arrangements.

This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and retaliation.

Adult Programs (Evening Courses)

Computers and Software...

	TIME	DAY	WEEKS	BEGINS	TUITION
Face Book/Twitter over 40	6:00 - 8:00	Wed.	2	September 17	Free

In this class you will learn the basics of twitter and facebook using an Ipad or Iphone. (either need to have 3G Service). In the twitter portion: You will sign up for a twitter account and learn how to follow someone and put out a “tweet” yourself. Also I will show you how to find friends or anyone that sparks your interests to follow. In the facebook portion I will show how to sign up, find friends, do postings, and some games.

Instructor: Steve McKinney

	TIME	DAY	WEEKS	BEGINS	TUITION
Microsoft Office 2010	6:00-8:00	T	4	Oct 1	\$40.00

This class is a introduction to the new Office 2010 Suite. Students will look at several of these applications including: Word, Powerpoint, Excel, and Outlook. This class will include demonstrations, as well as, hands on training. Be prepared with to bring any questions to class.

Instructor: Steve McKinney

	TIME	DAY	WEEKS	BEGINS	TUITION
Microsoft Windows 8	6:00-8:00	T	2	Oct 29	\$40.00

Microsoft Windows 8 is the latest version of the most popular Operating System in the world and it's a big release! This version introduces some major changes to Windows while keeping many of the most powerful, productive features. This class will introduce the operating system and the features of it. This class is a BYOD (Bring your own Device).

Instructor: Steve McKinney

	TIME	DAY	WEEKS	BEGINS	TUITION
PC Upgrades and Repairs	6-8:00	T	4	Nov. 12	\$50.00

This class will cover basic items from installing RAM, Hard Drives, and add on cards. Also will cover basic troubleshooting to advance troubleshooting techniques. Also cover the differences in the Windows operating system and some Apple Mac functions. The class will cover Command Prompts the will aid in troubleshooting. Also this class will help prepare you for the Comptia A+ Test.

Instructor : Steve McKinney

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ADULT BASIC EDUCATION CLASSES...

GED Preparation and Testing

Master basic skills necessary for functioning more effectively in society while preparing for the GED test. Semester will start on September 4, 2012 (start any Tuesday or Wednesday). If you have any questions call Mr. Marino at (304) 564-3337, Ext. 131.

TIME	DAY	TUITION
9:00 am–12:00 am	T/W	FREE
5:00 pm–8:00 pm	T/W	FREE

Please Note: Morning GED classes will run as scheduled if there is a 2-hour delay for Hancock County Schools and both morning and evening classes will be cancelled if Hancock County Schools are closed. Please refer to your local television or radio station for school closings.

ALL GED TESTS 8:00AM START TIME

A Valid WV photo ID is required when taking the official GED practice test.

Applicants younger than 18 years of age are required to obtain a “Withdrawal Form” from the high school they attended. This form must list the official date of withdrawal from that high school. Students younger than 18 years of age must have been withdrawn from high school for at least 30 days.

If you are 18 years of age or younger, please contact the Career Center for additional requirements (304) 564-3337, Extension 320.

Each applicant must attend a 1 1/2 hour orientation session (see next page for specific dates and times) at 4:00 pm, this orientation along with the official practice test are mandatory requirements to take the GED test.

John D. Rockefeller IV Career Center Adult Full time Programs

Truck driving/CDL training is a 12 week course designed to get students a CDL driving endorsement on their driving licenses. This program will open students to the world of truck driving and any other vehicle requiring a CDL endorsement. All students must pass a DOT-physical, drug screening and background check prior to starting the program. Call the school and ask for John or Tim in Truck Driving and they can answer any questions.

LPN is a one year program running from August through June giving students a complete field of study in the Nursing area. These students complete classroom and clinical training at various locations. Students can go on to earn their RN through an agreement with WVNCC if they choose. All students must have a high school diploma or equivalent prior to starting the program. Call the school and ask for Kathy in LPN for any questions.

Anyone wanting in special training should contact Mr. Anderson to make arrangements.
Please call 304-564-3337 X320

Anyone having suggestions for evening classes please contact the John D. Rockefeller IV Career Center. 304-564-3337

Anyone wanting to teach a evening class please contact the John D. Rockefeller IV Career Center 304-5645-3337



MONTH	OFFICIAL <i>PRACTICE</i> TEST DATES*	GED ORIENTATION	TEST DATES
September	September 18 @ Noon	September 30@ 4:000pm	October 05 @ 8:00am
October	October 23 @ Noon October 12 @ 8:00am	October 28 @ 4:00pm	November 02 @ 8:00am
November	November 20 @ Noon November 09 @ 8:00am	December 02 @ 4:00pm	December 07 @ 8:00am
December	December 14 @ Noon December 18 @ 8:00am	January 06 @ 4:00pm	January 11 @ 8:00am
January	January 15 @ Noon January 11 @ 8:00am	January 27 @ 4:00pm	February 01 @ 8:00am
February	February 19 @ Noon February 08 @ 8:00am	February 24@ 4:00pm	March 01@ 8:00am
March	March 19 @ Noon March 08@ 8:00am	March 31 @ 4:00pm	April 05 @ 8:00am
April	April 16@ Noon April 12 @ 8:00am	April 28 @ 4:00pm	May 03 @ 8:00am
May	May 21 @ Noon May10 @ 8:00am	June 02 @ 4:00pm	June 07 @ 8:00am

Official practice dates and times are subject to change, please call to confirm dates and times

GED classes and tests will resume again in September, no tests or classes are offered during the summer.

EVENING CLASS
REGISTRATION FORM

Name

Street

City

State

Zip

Home Phone

Work Phone

Birth Date

Course

Time

Fee

Course

Time

Fee

Course

Time

Fee

E-Mail Address

Method of Payment?

Your Check # _____

Cash _____

Make checks payable to: JDRCC

Please note:

The John D. Rockefeller Career Center follows the Hancock County School holiday (see previous page) and cancellation schedule. Check your local television or radio station for school cancellation information.

Also, class size is limited to 10 students in each course, so please register early.

The Career Center reserves the right to cancel a course when the registration is not sufficient to warrant its continuance, divide a class if enrollment is too large for efficient instruction, change the time of a course and/or change instructors when necessary.

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