

**Vance-Granville Community College
Human Resources Development
Spring Semester 2008**

Main Campus

<u>Course</u>	<u>Location</u>	<u>Days</u>	<u>Time</u>	<u>Start</u>	<u>End</u>
HRD Career Planning/ Job Search & KeyTrain Lab (Open-Entry/Open-Exit)	Main Campus, Room 4248	M-Th	8:30 AM – 3:00 PM	1/7/08	5/15/08
HRD Intro. To CNA	Main Campus, Room 7242	M-W	9:00 AM – NOON	1/21/08	2/29/08
HRD Intro. To Medical Front Office	Main Campus, TBA	T&Th	6:00 PM – 9:00 PM	1/29/08	4/3/08
HRD Intro. To Medical Front Office	Main Campus, TBA	M-W	9:00 AM – 1:00 PM	2/18/08	3/28/08
HRD Basic Math Skills for the workplace	Main Campus, Room TBA	M-Th	8:30 AM – 11:30 AM	2/4/08	3/13/08
HRD Jobs For Life	Main Campus, Room 4248	T&Th	6:30 PM – 8:30 PM	3/18/08	4/10/08

Franklin Campus

HRD Career Planning/ Job Search & KeyTrain Lab (Open-Entry/Open-Exit)	Franklin Campus, Room 5216	M-Th	9:00 AM – 2:00 PM	1/7/08	5/15/08
---	----------------------------	------	-------------------	--------	---------

HRD Basic Math Skills For the Workplace	Franklin Campus, Room 5215	M-W	8:30 – 11:30 AM	3/10/08	4/23/08
HRD Introduction to Medical Front Office	Franklin Campus, Room TBA	M-W	9:00 AM – 1:00 PM	2/4/08	3/12/08
HRD Intro. To Healthcare Occupations	Franklin Campus, Room TBA	M-W	9:00 AM – NOON	1/14/08	3/5/08
HRD Financial Reality	Franklin Campus, Room 5215	T & Th	6:30 – 8:30 PM	3/11/08	4/29/08

South Campus

HRD Career Planning/ Job Readiness & KeyTrain Lab	South Campus, HRD Lab	M-W	9:00 AM – NOON	1/7/08	5/15/08
HRD Financial Reality	South Campus, Room TBA	T & TH	6:30 PM – 8:30 PM	2/5/08	3/25/08
HRD Introduction to Healthcare Occupations	South Campus, Room TBA	M –W	9:00 AM – NOON	3/3/08	4/22/08
HRD Adult Life Skills	South Campus, Room TBA	T & Th	6:30 – 8:30 PM	4/1/08	5/15/08
HRD Employability and Work Maturity	South Campus, Room TBA	M&W	9:00AM—11:00AM	3/10/08	4/28/08

Warren Campus

HRD Career Planning/ Job Readiness & KeyTrain Lab	Warren Campus, Room TBA	M – W	9:00 AM – NOON	1/7/08	5/15/08
HRD Career Readiness For Professional Administrative Assistants	Warren Campus, Room TBA	M & W	9:00 AM – NOON	1/21/08	4/07/08
HRD Introduction to Medical Front Office Course	Warren Campus, Room TBA	T-Th	9:00 AM – NOON	2/5/08	3/27/08
HRD Job Orientation and Motivation	Warren Campus, Room TBA	M & W	6:30PM—8:30PM	3/3/08	4/21/08
HRD Pre-C NA	Warren Campus, Room TBA	T-Th	9:00- NOON	1/15/08	2/28/08