

Vocational Training & Resource Center

(Ha Kaak Hás Ka Hídí “Our Uncle’s House”)

3239 Hospital Drive * Juneau, AK 99801

DISTANCE EDUCATION COURSE

NEW HIRE SKILLS:

EMPLOYMENT MADE EASY

**National Career Readiness Certificate
on Completion and Final Assessment**

Free Tuition through April 2012!

**Can be completed in as little as 5 weeks; select from
one of the following start dates:**

November 7, 2011

December 5, 2011

January 6, 2012,

February 6, 2012, or

March 5, 2012

Learn Workplace Skills: Reading for Information, Applied Mathematics, Locating Information, Listening for Understanding, Teamwork, Writing, and Applied Technology skills (optional).

Learn Career Skills: Successful Work Habits, Business Etiquette, Workplace Effectiveness, and Communication Skills.

Distance education courses are offered by Central Council of the Tlingit and Haida Indian Tribes of Alaska’s (CCTHITA) Vocational Training and Resource Center (VTRC).

All courses are open to the public

For more information, please contact the Vocational Training & Resource Center:

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Website: www.vtrc.org

CCTHITA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This project received \$546,000 (100% of total cost) from a Congressional Earmark grant from the U.S. Department of Labor’s Employment and Training Administration.

