

APRIL-MAY 2014

# WorkOne Career Connect

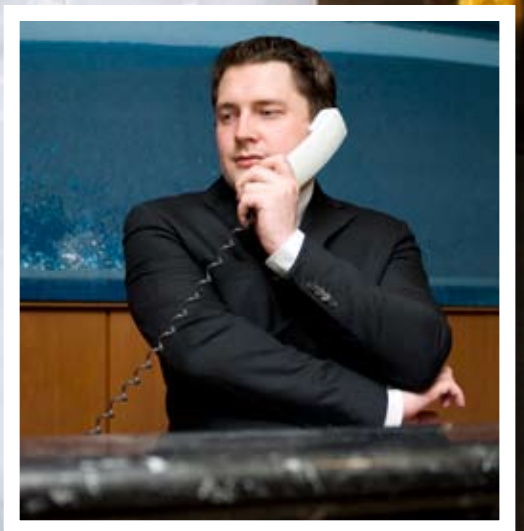
Northwest Indiana



## Careers with HEART

Hospitality,  
Entertainment, Amusement,  
Recreation, and Tourism

- » SUMMER JOBS FOR TEENS
- » 10 RULES OF THUMB FOR JOB HUNTERS
- » G.E.D. CHANGES



# GED makes some changes...including its name



*Announcing the new*

## Indiana High School Equivalency Diploma

*High School Equivalency is changing in Indiana. Please help us spread the word.*

Beginning in January of 2014, the Indiana High School Equivalency Diploma will be based on the completion of a comprehensive test developed by CTB/McGraw-Hill instead of the GED® tests from GED Testing Service.

### What will be the SAME?

- The credential granted will still be the Indiana High School Equivalency Diploma.
- The test will still assess math, reading, writing, science and social studies.
- The test will still take about 7 hours.
- Test-takers still need to demonstrate proficiency in subject matter tested at the level of typical high school seniors in the nation in order to pass.

### What will be DIFFERENT?

- The name of the test will be the Indiana High School Equivalency test.
- Transcripts will show Indiana High School Equivalency test scores.
- Standard scores on the transcript will be shown on a different scale.
- The test will be a better indicator of a student's readiness for college or career.
- The rigor of the test will gradually align to the College and Career Readiness Standards for Adult Education over the next three years, which will help students and educators stay focused on fundamentals while also gradually deepening the level of knowledge required.

### Background:

It is a new world in high school equivalency. This is the first time more than one high school equivalency test has been available to states. High school equivalency has always been based on state requirements, but most people have referred to "GED®" as the generic title. Now many states, including Indiana, have selected a new high school equivalency test.

### How you can help:

- An applicant with a passing score on the new Indiana High School Equivalency Diploma test is a qualified high school equivalency graduate.
- If it is possible, please change "GED" on your application forms to "High School Equivalency Diploma." If forms can't be changed at this time, please be sure that admissions staff and Human Resource officials understand that those who pass the Indiana High School Equivalency test have a legitimate high school equivalency credential.
- If you have questions, contact the Department of Workforce Development at [adulted@dwd.in.gov](mailto:adulted@dwd.in.gov) or 317-233-6480.



For an adult education location in Northwest Indiana, contact 1-877-607-0680

## Offering You **NO-COST** Individual Services

- Skills evaluation
- Resume development and cover letter assistance
- Career planning
- Training dollars and scholarship/grant information
- Job search assistance
- Interview preparation
- Youth career and work information

### Job Search Tools Available

You'll gain the competitive edge you need to be successful in your job search by using (for free) the following WorkOne tools and information:

- Computer Lab
- Internet Access
- Fax Machine and Copier
- Telephone
- Information/Resource Center

### FREE Workshops

Get valuable tips on how to get noticed by employers and land the job you really want!

#### WorkReady workshop topics include:

- I've Got Skills
- Getting More Out of ICC
- Build Up! Resume Construction 101-Part 1
- Build Up! Resume Construction 101-Part 2
- Internet Job Search
- Preparing for Your Job Interview
- WOW! No Nonsense Customer Service
- Successful Communication Skills
- Get Your Swag Back! Coping with JOB Loss
- High Octane Job Search "Using Social Media"
- Orientation
- Unemployment Insurance
- Northwest Indiana Professional Network
- VET Networking
- Word Up! Microsoft Word Series
- You Can Excel! Microsoft Excel Series
- Look Out! Microsoft Outlook

A WorkReady Completion Certificate will be presented to participants, based on completion requirements of workshops.

**Veteran Priority Service** If you are a veteran—you'll receive priority service! Ask to speak to a WorkOne Veteran Rep.

**4** Careers in hospitality, entertainment, amusement, recreation, and tourism

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WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800)743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Manager, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 | 219-462-2940  
www.gotoworkonenw.com

### To advertise in Career Connect:

WorkOne Career Connect is published in partnership with The Times Media Co. For advertising opportunities call your Times Recruitment Specialist today. Call Barb Carlson at 219.933.3281.

# Careers in Hospitality, Entertainment, Amusement, Recreation and Tourism

The Hospitality, Entertainment, Amusement, Recreation, and Tourism (HEART) industry cluster is one of the most unique sectors in Northwest Indiana; HEART includes the agriculture industry, the wholesale trade industry, the retail trade industry, the arts industry, and the accommodation industry. Nearly 137,000 people are employed in this cluster, earning an average of \$26,052 per job across a diverse array of occupations. While the average pay is low relative to the industries previously covered, these jobs are valuable to the economy for several reasons:



- Often, jobs in this industry are a person's first work experience. There are nearly 7,000 people aged 14 to 18 years employed in HEART.
- Due to the nature of the HEART, many occupations are part-time positions; this allows for supplemental income opportunities. This is especially useful for college students whose age group (19 to 24) comprises 17 percent of the industry's workers.
- At the entry level, there is a low education barrier. Many basic jobs require a high school diploma (or less) and rely more on the worker's customer service orientation. Management positions and specialized careers, such as a pharmacist, often require a postsecondary credential.

- HEART jobs supply workers with important work readiness skills that are essential in a competitive job market.

This is a healthy industry--HEART jobs are expected to grow 9.3 percent over the next ten years, adding 1,200 jobs per year on average. Much of this growth can be attributed to increased demand across the whole age spectrum – younger folks are getting jobs and contributing to the economy, while baby boomers have more leisure time to consume the goods and services of the HEART industry.

Keeping in line with the trend set forth by Advanced Manufacturing and Transportation, Distribution, and Logistics (TDL), technology is changing the face of HEART occupations. For example, in restaurants, wait staff are adopting the use of tablets to place customers' orders. In retail, point-of-sale registers are becoming more technologically advanced as the interface resembles (or may actually be) a touch screen smart phone rather than a computer. The job market is to the point where, if you lack modern technology skills, you are essentially unemployable in any major industry clusters, HEART included.



# Careers in Hospitality, Entertainment, Amusement, Recreation, and Tourism (HEART)

	Occupation/ Median Hourly Wage	Description	Education/Training
Entry Level	Cashiers/ \$9.02	Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment.	Short-term on-the-job training
	Retail Salespersons / \$9.52	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.	Short-term on-the-job training
Mid Level	Gaming Dealers/ \$12.45	Operate table games. Stand or sit behind table and operate games of chance by dispensing the appropriate number of cards or blocks to players, or operating other gaming equipment. Distribute winnings or collect player's money or chips.	Moderate-term on-the-job training
	First-Line Supervisors of Retail Sales Workers / \$14.74	Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, accounting, and personnel work, in addition to supervisory duties.	Work experience in a related occupation
Experienced	First-Line Supervisors of Non-Retail Sales Workers / \$21.62	Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.	Work experience in a related occupation
	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products/ \$32.77	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.	Bachelor's degree

According to Harry Dahlstrom from Dahlstrom+Company, there are

## 10 rules of thumb for job hunters

- 80 percent of all job openings are not advertised.
- The best way to get a job is to ask family and friends if they could help you get a job where they work.
- The next best way to get a job is to apply through the "employment" page of a company's own web site.
- 70 percent of job hunters use both newspapers and the internet to look for employment.
- Every year, about 12 million people find work through employment agencies.
- Mail a letter and your resume to 100 employers asking for a job interview and you could expect three interviews.
- Employers interview four people for every hire they make.
- Showing up 5-15 minutes late for a job interview will disqualify you 60 percent of the time.
- The first question asked during an interview is usually, "Can you tell me a little about yourself?"
- 80 percent of employers regularly conduct reference checks.

# Summer **jobs** for **youth**



**W**hether it's their first job or a summer job, having an opportunity to make their own money, provides teens with a feeling of responsibility and a sense of accomplishment! For many teens, it's a rite of passage, a signal that they are on their way to adulthood. That first job can be a method for earning money to pay for activities, interests, or savings for post-secondary schooling.

Teens need to understand the importance of putting on their polite and eager faces while learning about the realities of pounding the pavement. They must convince an employer that they are responsible and reliable, two traits that many would-be employers worry about when they consider hiring a teen. Working to get someone to hire them, especially if it's their first job, can be intimidating and will be discouraging at times. That's when lessons learned from their parents, grandparents, and teachers, comes into play. Chin-up and if at first you don't succeed try, try again!

The summer job can provide a teen the opportunity to gain hands-on experience, learn important life and work skills that include communication, time management, and teamwork--three soft skills that will serve them through a life time!

## Top **summer jobs** for **teens**

Investopedia.com Contributing Writer, Janet Fowler provided the list of 10 great summer jobs for teens.

### **CAMP COUNSELOR**

Are you interested in leadership? For teens that are natural leaders or educators, a summer job as a camp counselor is an ideal pick. This job will allow older teens to spend time outdoors, mentor younger kids and help them to develop new skills. A great perk of this job, aside from being paid to spend plenty of time outdoors, is that you will be developing loads of transferable skills that will be useful throughout life, such as leadership abilities, communication and conflict resolution skills. This job also requires teens to live away from home, which can help them to become more independent as they transition into adulthood.

### **INTERNSHIPS**

This presents an ideal option for teens that are already on course toward a particular career. This will assist with gaining real industry experience that'll look great on a resume. Even though many of these types of positions are unpaid, the experience that can be gained from completing an internship could be priceless when you consider the professional experience that can be gained. Teens can locate internship opportunities through their high school guidance counselors, or by being bold and approaching their target companies directly.



## GOLF CADDY

Perfect for teens that enjoy spending time in the great outdoors, caddying can be a great choice of summer job. This job does require an understanding of the game and some physical endurance, as there is a lot of walking involved as well as carrying a weighty bag of golf clubs. However, the pay certainly isn't bad considering that you can expect to earn anywhere between \$50 and \$100 for about four hours of work. Many of the more generous golfers may also reward their caddies with a tip.



## RETAIL SALES

Perhaps one of the more diverse job options for teens, retail sales offers a great deal of opportunity for teens that are looking for work. This type of work can pay anywhere in the range of \$11 to \$13 an hour depending upon the duties involved. Inventory, stocking shelves, product demonstrations, handing out samples in grocery stores, customer service or operating a cash register are all options when it comes to retail sales. This type of work can be great for teens that are particularly sociable, as they will often have to interact with the public in addition to working as a part of a team.

## FOOD SERVICE

Here's an opportunity to develop social skills while earning an income. A job in the food service industry is a natural fit for sociable teens that enjoy interacting with the public. This job allows employees to work as a part of a team while learning about following instructions and conflict resolution. This job also comes with an opportunity for high earnings since food service jobs usually come with an hourly wage of about \$9 or \$10 per hour. Many restaurants also allow their staff to earn tips. Keep in mind that food service jobs are not only limited to wait staff either. There are also jobs available as hosts or hostesses, busboys or busgirls, and cooks. Regardless of the position, the team needs to function properly in order to keep the business moving, so teens will learn valuable life skills in this type of job.

## LIFE GUARD

A great choice for teens who are strong swimmers, life guarding can be a challenging position that comes with a fair share of responsibility. Completion of certification courses is required to be a life guard and is typically limited to those who are over the age of 15, so a bit of pre-planning will definitely be required if this type of job appeals. This job requires a high

level of maturity and professionalism, but it is a rewarding job that can help teens to develop their decision-making skills and confidence while earning somewhere between \$8 and \$10 dollars per hour.

## NANNY

Teens with a nurturing spirit who enjoy children could consider taking on a summer job as a nanny or babysitter, a position which is in high demand during the summer months when working parents need to secure childcare for their young children. This job requires someone who is highly responsible and can resolve conflicts. Though this job pays reasonably well, generally in the range of \$8 to \$15 dollars hourly, it can also require a great deal of patience. This is a great choice for teens who wish to pursue a career in teaching, child care, social work or any other field that makes use of social skills or requires interaction with kids.

## HOUSEKEEPING

Though teenagers may be often viewed as having a difficult time keeping their bedrooms clean, there are some teens that do well in the housekeeping field. This type of work can bring in up to \$10 an hour and will allow teens to learn responsibility and develop their organizational skills. This job is also in demand in a variety of industries and settings. The summer sees an upswing in the tourism industry, so hotels are often looking for dependable housekeeping staff, and malls and parks often need people to assist with keeping public areas clean and organized as well.

## LANDSCAPING

Whether you join a landscaping business, or set out to offer your landscaping or lawn care services yourself, this seasonal job is a great choice for teens who love to spend time outdoors. Since many people don't have time to care for their lawns, this job is often in high-demand through the summer months. Teens who aren't afraid to get dirty can cash in on this demand and they'll also be getting some physical activity while lining their wallets with cold, hard cash.

## TUTORING

Teens that are particularly bookish or aspire to work as a teacher might enjoy spending their summer months tutoring. Kids that are in summer school often need the extra help, and this presents a real opportunity for teens that are particularly talented in certain subject areas. Tutors that are proficient with computers could also teach adults computer skills. Teens that opt to take on a job as a tutor can earn anywhere from \$8-15 an hour when they first start out, though this rate can increase depending upon their skills and experience.

## THE BOTTOM LINE

Finding the perfect summer job will require planning. You should examine the opportunities that are readily available to you, and you must also consider what you hope to get out of the position. Working as a landscaper isn't much fun if you hate getting dirty, while being a nanny won't bring much joy if you don't like kids. Keep in mind that many summer jobs provide workers with transferable skills that come in handy later on in your career, so there are plenty of reasons why it's a wise idea to start building up your resume while you're still in school – and earning a little extra spending cash never hurt anyone either.

source: Investopedia.com

# WorkOne

## Where Job Seekers and Employers Meet

### WorkOne Provides Assistance to **EMPLOYERS**

#### **You can't beat the efficiency and cost-effectiveness**

Your local WorkOne delivers individualized solutions to help you build, develop, and maintain your workforce, to gain a competitive edge and prosper in today's global economy. Why drain your budget with expensive advertising and out-sourced training? WorkOne services are available at little to no cost.

#### **Providing you with Indiana's largest job-seeker database**

Our Business Services Team provides high-visibility recruitment services, and will pre-screen job candidates for you. Take advantage of WorkOne's free statewide job-seeker database where you'll receive high traffic exposure for your job postings.

#### **Tools to upgrade your employee's skills and improve your business**

WorkOne's Business Services Specialists are at your service with tools to gauge the key abilities necessary for a specific position. Assessments, such as WorkKeys®, measure candidates' communication, problem solving, and interpersonal skills, while job profiling allows you to define the skills required for specific positions. We will arm you with the information you need to make smart hiring and training decisions.

Options include: skills upgrading to improve employee retention, short-term vocational training at area institutions, and use of our computer-based learning lab. Your business may also qualify for grants and incentives from state and federal sources. We will help identify which grant is right for your company and training needs.

#### **Keeping you informed**

WorkOne's workforce development partner programs, employer forums, and other special events provide you with the ideal opportunity to network and tap into key trends, issues, and practices that can support your HR strategies.

#### **During tough transitions, we're here to help**

Our team is ready to provide caring, competent, and immediate outplacement services for employees in transition due to reorganization, layoffs, or mergers. We can also assist with skills upgrading, resume workshops, job referrals, and job fairs prior to layoff. No matter what your industry, our staff is ready to assist you with customized training, on or offsite and tailored to your business needs.

#### **WorkOne is your one-stop resource for:**

- Free Job postings
- Recruitment, pre-screening, and referrals of job applications
- Job applicant testing (WorkKeys® Assessment, job-profiling, etc.)
- Resources for employee training
- Information on tax credits and training grant opportunities
- Assistance for employees due to reduction in workforce
- Labor market information

**Call Allison Bertl to schedule an appointment with a WorkOne Business Service Representative at 219-462-2940, ext. 41 or email [abertl@gotoworkonenw.com](mailto:abertl@gotoworkonenw.com).**



### WorkOne Provides Assistance to **JOB SEEKERS**

#### **Not sure how to get your career in gear?**

Whether you're exploring a career change, looking for a new job, preparing to graduate, or are currently unemployed, we'll provide you with the right tools to assist you every step of the way.

#### **We can help connect you**

Not only will you find out what jobs are in demand, our staff experts will work closely with you to understand your goals and help you find or prepare for the job you want. WorkOne staff knows the job market in the community, and has built relationships with many of the region's top employers.

#### **WorkOne is your one-stop resource for:**

- Skill assessment
- Career counseling and planning
- Statewide job matching system
- Employment library and technology tools: access to computers, fax machines, phones
- Resume and cover letter writing assistance
- GED and basic education
- Training programs and workshops
- Work and family related support service and community resources.

#### **Need financial assistance for education and training?**

Our friendly staff will assist you in applying for financial assistance if you wish to pursue college or vocational training.

#### **Who uses WorkOne?**

The answer is anyone looking for a job! From entry level to advanced professional positions, we are here for you!

WorkOne services are available for free of charge. Come in today and check out our fully equipped resource center that provides you with hundreds of job openings at your fingertips.

**For a WorkOne location near you, see back panel of this Career Connect publication.**



# WorkOne workshop offerings

See a full calendar of **WorkOne** workshops on **pages 10-13**

## I've Got Skills

This workshop serves as an introduction to the job search process. Learn how to identify your skills and what information is essential when building an effective resume and completing job applications.

## Getting More out of Indiana Career Connect (ICC)

This interactive, hands-on workshop will introduce you to Indiana Career Connect (ICC). It will cover the process of creating a profile properly and the importance of completing the personal assessments, while allowing you to complete your personal ICC profile.

## Build Up! Resume Construction Part 1

This interactive workshop guides you through the Resume Builder on ICC. You will learn how to use data from your background and profile to create a resume. You will also learn how to copy and paste, download, and save resumes as a Word Document. Upon completion of this workshop you will have an ICC resume online.

## Build Up! Resume Construction Part 2

This workshop is an introductory overview of the resume development process. Participants are guided through the different types of resumes and the advantages and drawbacks of each format. Additional features of the workshop include guidance on resume length and prioritizing information.

## Internet Job Search

This hands-on workshop covers internet job searching techniques. Actual job searches, based upon your employment interests will be performed.

## Preparing for Your Job Interview

This workshop will introduce you to the interviewing process. Topics covered include: purpose of the interview, types of interviews commonly used, qualities employers are seeking, and how to prepare for questions.

## WOW! No Nonsense Customer Service

This workshop provides you with strategies and approaches for providing excellent customer service and maximizing customer satisfaction. Topics covered include: dealing with difficult people, preventive maintenance, effective listening, and constructive confrontation.

## Successful Communication Skills

Effective communication is essential in all areas of our lives. It is important for people to be able to communicate well with employers, co workers and customers. This workshop covers how to effectively communicate through speaking, listening, and nonverbal (body language). You'll also learn how to handle criticism, speak in large groups, and properly use email.

## Get Your Swag Back! Coping with JOB Loss

Getting through the initial shock of losing your job is the first step in preparing for your new employment. This workshop provides information to help understand the emotional stress of losing your job. Topics include; understanding the grieving process, steps to staying focused and positive, and career changing.

## High Octane Job Search "Using Social Media"

Rev up your JOB Search by creating an on-line presence. Learn how Social Networking sites can get you noticed by employers. This workshop provides an overview of popular social networking LinkedIn, Twitter, and Facebook.

## Orientation

This workshop will provide you with an overview of the services available at WorkOne. Workshop can be directly accessed at any WorkOne computer station.

## Unemployment Insurance

This workshop will provide you with the information you need to navigate the Unemployment Insurance process. Topics include the initial claim, eligibility, and work search requirements.

## Northwest Indiana Professional Network (NIPN)

(8 session series) This networking group is a vehicle for improving job search skills while networking with others who have similar experiences. Customers can enter the group at anytime in the series. Only currently enrolled (intensive level) WorkOne customers with a minimum of an Associate's Degree or higher are the target audience. A non-enrolled individual may attend one session as a guest. You must be scheduled for this session by a Career Advisor.

## VET Networking

(8 session series) This networking group is designed to help Veterans improve their job search skills while networking with Veterans who have similar experiences. Customers can enter the group at anytime in the series. Only currently enrolled (intensive level) WorkOne Veteran customers are the target audience. A non-enrolled Veteran may attend one session as a guest. Veterans must be scheduled for this session by a Career Advisor.

## Word Up! Microsoft Word Series

**Intro to Word 2010** - This workshop will help attendees understand the different groups, commands, and icons on the NEW Word Ribbon. Additional features of the workshop include learning how to open, edit, and save documents in different formats. Attendees will edit an existing document.

**Advanced Word 2010** - Attendees will learn the different ways to format text, pages, and paragraphs. Additional features of the workshop include learning how to adjust margins, insert page breaks, page numbers, and headers and/or footers. Attendees will create a one page newsletter from an existing unformatted document.

**Graphics for Word 2010** - Attendees will learn how to insert Tables, Charts, and Images in Microsoft Word. Additional features of the workshop include learning how to add and delete rows and columns, and move or resize graphics. Attendees will create a flyer with pictures and shapes from an existing unformatted document.

## You Can Excel! Microsoft Excel Series

**Intro to Excel 2010** - This workshop helps attendees understand different groups, commands, and icons on the NEW Excel Ribbon. Additional features of the workshop include how to open, edit, and save spreadsheets in different formats.

**Advanced Excel 2010** - Attendees are guided through the different ways to format cells, and move around in a workbook. Additional features include learning how to add and delete rows and columns, as well as print options in Excel.

**Formulas in Excel 2010** - Attendees will learn how to create formulas, copy formulas, and make charts from cell data. In addition attendees will learn how to calculate a loan using the PMT function.

## Look Out! Microsoft Outlook

Attendees will learn to use Microsoft Outlook for organization, time management, workplace communication, internal and external email communication, and calendar sharing.

To sign up for a FREE seminar, call a **WorkOne** office or visit **www.gotoworkonenw.com**

## Gary Office April 2014

3522 Village Circle, Gary, IN (219) 981-1520  
Open M,T,W,F 8 AM-4:30 PM; TH 10 AM - 4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8:30-10AM Finding Swag! Coping With Job Loss 10-11:30AM Internet Job Searching 101 1-2:30PM No Nonsense Customer Service 2:30-3:30PM Getting More Out of ICC	10AM – 12PM: NIPN (Must be referred by a Career Advisor to attend)	10-11:30AM Interview Prep 101 1-2:30PM Successful Communication Skills 2:30-3:30PM Build Up! Resume 101 Part 1	
WORD UP! 8:30 - 10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word	8:30-10AM I've Got Skills 10-11:30AM Build Up! Resume 101 Part 2 1-2:30PM No Nonsense Customer Service 2:30-3:30PM High Octane Job Search	10AM – 12PM: NIPN (Must be referred by a Career Advisor to attend)	10-11:30AM Interview Prep 101 1-2:30PM Internet Job Searching 101 2:30-3:30PM Getting More Out of ICC	
YOU CAN EXCEL! 8:30 - 10:00 Intro to Excel 10:00 - 11:30 Advanced Excel 1:00 - 2:30 Working with Formulas	8:30-10AM Getting More Out of ICC 10-11:30AM Interview Prep 101 1-2:30PM Successful Communication Skills 2:30-3:30 Build Up! Resume 101 Part 1	10AM – 12PM: NIPN (Must be referred by a Career Advisor to attend)	10-11:30AM Build Up! Resume 101 Part 2 1-2:30PM I've Got Skills 2:30-3:30PM Getting More Out of ICC	
POWER UP! 8:30-10:00 Intro to PowerPoint 10:00 - 11:30 Advanced PowerPoint 1:00 - 2:30 Mastering Animations			10-11:30AM Coping with Job Loss 1-2:30PM Build Up! Resume 101 Part 2 2:30-3:30PM Veterans' Networking	
8:30-10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word				

## Hammond Office April 2014

5265 Hohman Avenue, Hammond, IN (219) 933-8332  
Open M,T,TH,F 8 AM-4:30 PM; W 10 AM - 4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	YOU CAN EXCEL! 11:00 - 12:30 Intro to Excel 1:30 - 3:00 Advanced Excel 3:00-4:00 Working with Formulas		8:30AM – 10AM: NIPN (Must be referred by a Career Advisor to attend)	
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To sign up for a FREE seminar, call a **WorkOne** office or visit [www.gotoworkonenw.com](http://www.gotoworkonenw.com)

## Portage Office April 2014

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A, Portage, IN  
(219) 762-6592 - Open M,T,TH,F 8 AM-4:30 PM; W 10 AM - 4:30 PM

### NEW LOCATION Michigan City

302 W. 8th Street  
Michigan City, Indiana 46360  
219-809-0575 Fax: 219-809-0577  
Hours of operation:  
Mon, Wed & Fri - 8:00am - 4:30pm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		1 10:30-12 Interviewing 101 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Résumé Construction part 1	2 WORD UP! 8:30 - 10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word
7 8:30-10 I've Got Skills 10-11:30 Build Up! Resume Construction 101 part 2 1-2:30 Getting More out of ICC 2:30-3:30 Build Up Resume Construction 101 part 1	8 9-10:30 NIPN 10:30-12:00 VetNetworking	9 10:30-12:00 High Octane Job Search, Using Social Media 1-2:30 Successful Communication Skills 2:30-3:30 Finding Swag, Coping with Job Loss and Reduced Income	10 YOU CAN EXCEL! 8:30 - 10:00 Intro to Excel 10:00 - 11:30 Advanced Excel 1:00 - 2:30 Working with Formulas
14 8:30-10 Getting More out of ICC 10-11:30 Build up! Resume Construction 101 part 1 1-2:00 Internet Job Search 101 2:00-3:30 Interviewing 101	15 9-10:30 NIPN 10:30-12:00 VetNetworking	16 10:30-12:00 I've Got Skills 1-2:30 Getting More out of ICC 2:30-3:30 Build up! Resume Construction 101 part 1	17 POWER UP! 8:30 - 10:00 Intro to Power Point 10:00 - 11:30 Advanced PowerPoint 1:00 - 2:30 Mastering Animations 8:30-9:30 Budgeting 9:30-10:30 Managing checking 10:30-11:30 Saving Money
21 8:30-10 Wow! No Nonsense Customer Service 10-11:30 Elevator Speech, Personal Branding 1-2:30 Getting More out of ICC 2:30-3:30 Build Up Resume Construction 101 part 1	22 9-10:30 NIPN 10:30-12:00 VetNetworking	23 10:30-12:00 Build Up! Resume Construction part 2 1-2:30 Internet Job Search 101 2:30-3:30 Finding Swag, Coping with Job Loss and Reduced Income	24 WORD UP! 8:30 - 10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word
28 8:30-10 Getting More out of ICC 10-11:30 Build up! Resume Construction 101 part 1 1-2:30 WOW! No Nonsense Customer Service	29 9-10:30 NIPN 10:30-12:00 VetNetworking	30	

WEDNESDAY
2 8:30a-9:30a I've Got Skills 9:30a-11a Getting More out of ICC 11a - 12p Build Up! Resume Construction pt 1
9 8:30a-10a Build Up! Resume Construction pt 1 10a-11a Internet Job Search 101 11a - 12p Communication Skills
16 8:30a-10a Interviewing 101 10a-11:30a Wow No Nonsense Customer Service
23 8:30a-10a High Octane Job Search, Using Social Media 10a-11:30a Finding Swag, Coping with Job Loss and Reduced Income
30 8:30a-9a Budgeting, checking & savings 9:30a-11a Getting More out of ICC 11a-12p Build Up! Resume Construction pt 1 WORD UP! Microsoft Word 1p-2:30p Introduction to Word 2:30p-4p Advanced Word

## LaPorte Office April 2014

300 Legacy Plaza West - Sagamore Center, LaPorte, IN  
(219) 362-2175 - Open M,T,W,F 8 AM-4:30 PM; TH 10 AM - 4:30 PM

TUESDAY	WEDNESDAY	THURSDAY
1 8:30-10 Getting More out of ICC 10-11:30 Build Up! Resume Construction 101 part 1 1-2 Internet Job Search 101 2:00-3:30 WOW! No Nonsense Customer Service	2 You can Excel! 9:00 - 10:30 Intro to Excel 10:30 - 12:00 Advanced Excel 1:00 - 2:30 Formulas in Excel	3 10:30-12:00 I've Got Skills 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101 part 1
8 8:30-10 Internet Job Search 101 10-11:30 Build Up! Resume Construction 101 part 2 1-2:00 NIPN 2-3:30 Interviewing 101	9 Word Up! Microsoft Word Series 9:00 - 10:30 Intro to Word 10:30 - 12:00 Advanced Word	10 10:30-12 VetNetworking 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101 part 1
15 8:30-10 Getting More out of ICC 10-11:30 Build up! Resume Construction 101 part 1 1-2:30 Budgeting	16 Power Up! 9:00 - 10:30 Intro to PowerPoint 10:30 - 12:00 Working with Slides in PowerPoint 1:00 - 2:30 Mastering Animations	17 10:30-11:30 Internet Job Search 101 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101
22 8:30-10 Build Up! Resume Construction part 2 10-11:30 I've Got Skills 1-2:00 NIPN	23 You can Excel! 9:00 - 10:30 Intro to Excel 10:30 - 12:00 Advanced Excel	24 10:30-12 VetNetworking 1-2:30 Finding Swag, Coping with Job Loss and Reduced Income 2:30-3:30 High Octane Job Search
29 8:30-10 Elevator Speech, Personal Branding 10-11:30 Interviewing 101 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101 part 1	30	

## Southern Counties April 2014

### Jasper County

116 N. Van Rensselaer Street  
Rensselaer, IN  
219-866-4330 Fax: 219-866-2746  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am - 4:30pm  
Thurs - 10:00am - 4:30pm

MONDAY
14 <b>Knox</b> 8:30a-10a Interviewing 101 10a-11:30a Finding Swag! Coping With Job Loss 1p-2:30p I've Got Skills 2:30p-4p Wow! No Nonsense Customer Service
TUESDAY
29 <b>xxx?</b> 8:30-10:00 POWERUP! Intro to PowerPoint 10:00 - 11:30 Advanced PowerPoint 1:00 - 2:30 Mastering Animations
WEDNESDAY
23 <b>Morocco</b> 8:30-10:00 Finding Swag! Coping with Job Loss 10AM-11:30PM Successful Communication Skills 1PM-2:30PM Interview Prep 101 2:30PM-3:30PM I've Got Skills

### Newton County

4117 S. 240 West, Ste. 400 • Morocco, IN  
800-661-2258 Fax: 219-285-2213  
Hours of operation:  
Mon, Tues & Wed - 8:00am - 4:30pm

### Starke County

53 W. Lake Street • Knox, IN  
574-772-6882 Fax: 574-772-6899  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am - 4:30pm  
Thurs - 10:00am - 4:30pm

### Pulaski County

123 N. Market Street, Ste. 2 • Winamac, IN  
574-946-6300 Fax: 574-946-3628  
Hours of operation:  
Tues & Wed - 8:00am - 4:30pm

THURSDAY
10 <b>Winamac</b> 9:30a-11a Successful Communication 11a-12:30p Interviewing 101 2p-3:30p Finding Swag! Coping with Job Loss 3:30p - 4:30p High Octane
17 <b>Rensselaer</b> 10AM - 11:30PM I've Got Skills 11:30PM-12:30PM Interview Prep 101 1PM - 2:30PM Successful Communication Skills 2:30PM to 3:30PM Finding Swag! Coping with Job Loss

To sign up for a FREE seminar, call a **WorkOne** office or visit **www.gotoworkonenw.com**

## Gary Office May 2014

3522 Village Circle, Gary, IN (219) 981-1520  
Open M,T,W,F 8 AM-4:30 PM; TH 10 AM - 4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			10-11:30AM Interview Prep 101 1 1-2:30PM Successful Communication Skills 2:30-3:30PM Getting More Out of ICC	2
<b>YOU CAN EXCEL!</b> 5 8:30 - 10:00 Intro to Excel 10:00 - 11:30 Advanced Excel 1:00 - 2:30 Working with Formulas	<b>OFFICE CLOSED</b> 6	8:30AM-10AM NIPN (Must be referred by a Career Advisor to attend) 7	10-11:30AM Interview Prep 101 8 1-2:30PM Communication Skills 2:30-3:30PM Getting More Out of ICC	9
<b>POWERUP!</b> 12 8:30-10:00 Intro to PowerPoint 10:00 - 11:30 Advanced PowerPoint 1:00 - 2:30 Mastering Animations	8:30-10AM Build Up! Resume 101 Part 2 13 10-11:30AM Interview Prep 101 1-2:30PM Successful Communication Skills 2:30-3:30 Getting More Out of ICC	8:30AM-10AM NIPN (Must be referred by a Career Advisor to attend) 14	10-11:30AM Internet Job Searching 101 15 1-2:30PM I've Got Skills 2:30-3:30PM Build Up! Resume 101 Part 1	16
<b>WORD UP!</b> 19 8:30-10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word	8:30-10AM I've Got Skills 20 10-11:30AM Build Up! Resume 101 Part 2 1-2PM Interview Prep 101 2:30-3:30PM Getting More Out of ICC	8:30AM-10AM NIPN (Must be referred by a Career Advisor to attend) 21	22	23
<b>OFFICE CLOSED</b> 26	27	28	29	30

## Hammond Office May 2014

5265 Hohman Avenue, Hammond, IN (219) 933-8332  
Open M,T,TH,F 8 AM-4:30 PM; W 10 AM - 4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			8:30-10 AM NIPN (Must be referred by a Career Advisor to attend) 1	2
8:30-10AM I've Got Skills 5 10-11:30AM Build Up! Resume 101 Part 2 1-2:30PM No Nonsense Customer Service 2:30-3:30 High Octane Job Search	<b>Office Closed</b> 6	10-11:30AM Interview Prep 101 7 1-2:30PM Internet Job Searching 101 2:30-3:30PM Getting More Out of ICC	8:30-10 AM NIPN (Must be referred by a Career Advisor to attend) 8	9
8:30-10AM Getting More Out of ICC 12 10-11:30AM Interview Prep 101 1-2:30PM Successful Communication Skills 2:30-3:30 Build Up! Resume 101 Part 1	<b>WORD UP!</b> 13 Microsoft Word Series 11:00 - 12:30 Intro to Word 1:30 - 3:00 Advanced Word 3:00 - 4:30 Graphics for Word	10-11:30AM Build Up! Resume 101 Part 2 14 1-2:30PM I've Got Skills 2:30-3:30PM Getting More Out of ICC	8:30-10 AM NIPN (Must be referred by a Career Advisor to attend) 15	16
10-11:30AM Coping with Job Loss 19 1-2:30PM Build Up! Resume 101 Part 2 2:30-3:30PM Veterans' Networking	<b>YOU CAN EXCEL!</b> 20 Microsoft PowerPoint Series 11:00 - 12:30 Intro to Excel 1:30 - 3:00 Advanced Excel 3:00-4:00 Working with Formulas	21	8:30-10 AM NIPN (Must be referred by a Career Advisor to attend) 22	23
<b>Office Closed</b> 26	<b>POWER UP!</b> 27 Microsoft PowerPoint Series 11:00 - 12:30 Intro to PowerPoint 1:30 - 3:00 Advanced PowerPoint 3:00 - 4:30 Mastering Animations in PPT	28	29	30

To sign up for a FREE seminar, call a **WorkOne** office or visit [www.gotoworkonenw.com](http://www.gotoworkonenw.com)

## Portage Office May 2014

Ameriplex Commercial Park - 1575 Adler Circle, Ste. A, Portage, IN  
(219) 762-6592 - Open M,T,TH,F 8 AM-4:30 PM; W 10 AM - 4:30 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
			<b>POWER UP!</b> 8:30 - 10:00 Intro to PowerPoint 10:00 - 11:30 Advanced PowerPoint 1:00 - 3:00 Mastering Animations in PowerPoint 1
8:30-10 I've Got Skills 5 10-11:30 Interview Prep 101 1-2:30 Getting More out of ICC 2:30-3:30 Build Up Resume Construction 101 part 1	Office Closed 6	10:30-12:00 High Octane Job Search, Using Social Media 7 1-2:30 Build Up! Resume Construction 101 part 2 2:30-4 Finding Swag, Coping with Job Loss and Reduced Income	<b>YOU CAN EXCEL!</b> 8 8:30 - 10:00 Intro to Excel 10:00 - 11:30 Advanced Excel 1:00 - 2:30 Working with Formulas
8:30-10 Getting More out of ICC 12 10-11:30 Build up! Resume Construction 101 part 1 1-2:00 Internet Job Search 101 2:00-3:30 Elevator Speech, Personal Branding	9-10:30 NIPN 13 10:30-12:00 VetNetworking	10:30-12:00 Successful Communication Skills 14 1-2:30 Getting More out of ICC 2:30-3:30 Build up! Resume Construction 101 part 1	<b>WORD UP!</b> 15 8:30 - 10:00 Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word 8:30 9:30 Budgeting 9:30-10:30 Checking 10:30-11:30 Savings
8:30-10 Wow! No Nonsense Customer Service 19 10-11:30 I've Got Skills 1-2:30 Getting More out of ICC 2:30-3:30 Build Up Resume Construction 101 part 1	9-10:30 NIPN 20 10:30-12:00 VetNetworking	10:30-12:00 Interviewing 101 21 1-2:30 Build Up! Resume Construction 101 part 2	
Office Closed 26		10:30-12 High Octane Job Search 28 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101 part 1	

### NEW LOCATION

### Michigan City

302 W. 8th Street  
Michigan City, Indiana 46360  
219-809-0575 Fax: 219-809-0577  
Hours of operation:  
Mon, Wed & Fri - 8:00am - 4:30pm

WEDNESDAY
8:30a-10a Build Up! Resume Construction pt 1 10a-11a Internet Job Search 101 11a - 12p Communication Skills 7
8:30a-10a Interviewing 101 10a-11:30a Wow No Nonsense Customer Service 14
8:30a-10a High Octane Job Search, Using Social Media 10a-11:30a Finding Swag, Coping with Job Loss and Reduced Income 21
8:30a-9a Budgeting, checking & savings 9:30a-11a Getting More out of ICC 11a-12p Build Up! Resume Construction pt 1 WORD UP! Microsoft Word 1p-2:30p Introduction to Word 2:30p-4p Advanced Word 28

## LaPorte Office May 2014

300 Legacy Plaza West - Sagamore Center, LaPorte, IN  
(219) 362-2175 - Open M,T,W,F 8 AM-4:30 PM; TH 10 AM - 4:30 PM

TUESDAY	WEDNESDAY	THURSDAY
Office Closed 6	<b>Power Up!</b> 7 9:00 - 10:30 Intro to PowerPoint 10:30 - 12:00 Working with Slides in PowerPoint 1:00 - 2:30 Mastering Animations	10:30-12 VetNetworking 8 1-2:30 Build Up! Resume Construction 101 part 2 2:30-4 High Octane Job Search, Using Social Media
8:30-10 Getting More Out of ICC 13 10-11:30 Build up! Resume Construction 101 part 1 1-2:30 Budgeting	<b>Word Up!</b> 14 9:00 - 10:30 Intro to Word 10:30 - 12:00 Advanced Word	10:30-12 Internet Job Search 15 1-2:30 Getting More out of ICC 2:30-3:30 Build Up! Resume Construction 101
8:30-10 I've got Skills 20 10-11:30 Interviewing 101 1:00-2:00 NIPN 2:00-3:30 Finding Swag, Coping with Job Loss and Reduced Income	<b>You Can Excel!</b> 21 9:00 - 10:30 Intro to Excel 10:30 - 12:00 Advanced Excel 1:00 - 2:30 Formulas in Excel	10:30-12 VetNetworking 22 1-2:30 Build Up! Resume Construction part 2 2:30-3:30 Successful Communication Skills
8:30-10 Getting More Out of ICC 27 10-11:30 Build Up! Resume Construction 101 Part 1 1:00-2:00 Internet Job Search 2:00-3:30 Elevator Speech, Personal Branding		

## Southern Counties May 2014

### Jasper County

116 N. Van Rensselaer St.  
Rensselaer, IN  
219-866-4330  
Fax: 219-866-2746  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am - 4:30pm  
Thurs - 10:00am - 4:30pm

MONDAY
<b>Knox</b> 12 8:30a-10a Successful Communication 10a- 11:30a Interviewing 101 1p-2:30p TBD 2:30p- 4p High Octane
WEDNESDAY
<b>Morocco</b> 14 8:30AM-10AM Getting More Out of ICC 10AM-11:30AM Build Up Resume Part 1! 1PM-2:30PM Build Up Resume Part 2! 2:30PM-3:30PM Internet Job Searching
THURSDAY
<b>Rensselaer</b> 8 8:30AM-10AM Getting More Out of ICC 10AM-11:30AM Wow! No-Nonsense Customer Service 1PM-2:30 Interview Prep 101 2:30PM-3:30PM High Octane Social Media
<b>Morocco</b> 22 8:30 - 10:00 WORD UP! Intro to Word 10:00 - 11:30 Advanced Word 1:00 - 2:30 Graphics for Word

### Newton County

4117 S. 240 West, Ste. 400  
Morocco, IN  
800-661-2258  
Fax: 219-285-2213  
Hours of operation:  
Mon, Tues & Wed - 8:00am - 4:30pm

### Starke County

53 W. Lake Street  
Knox, IN  
574-772-6882  
Fax: 574-772-6899  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am - 4:30pm  
Thurs - 10:00am - 4:30pm

### Pulaski County

123 N. Market St., Ste. 2  
Winamac, IN  
574-946-6300 Fax: 574-946-3628  
Hours of operation:  
Tues & Wed - 8:00am - 4:30pm

THURSDAY
<b>Winamac</b> 8 9:30a-11a Interviewing 101 11a-12:30p Successful Communication 2p-3:30p I've Got Skills 3:30p- 4:30p Wow! No Nonsense Customer Service

# Northwest Indiana is home to over 30 adult education and learning sites

## Providing FREE classes!

Many area adult education programs can help you:

- Brush up on basic math, reading and writing skills before registering for college
- Prepare you for the G.E.D. exam
- Strengthen your English language skills and adapt to practical everyday situation in the U.S.

### Adult Basic Education (ABE)

Addresses basic skill needs; e.g., reading, writing, language and math.

### Adult Secondary Credit (ASC)

Provides the opportunity for those who didn't finish high school to return as adults and complete credits toward a regular high school diploma.

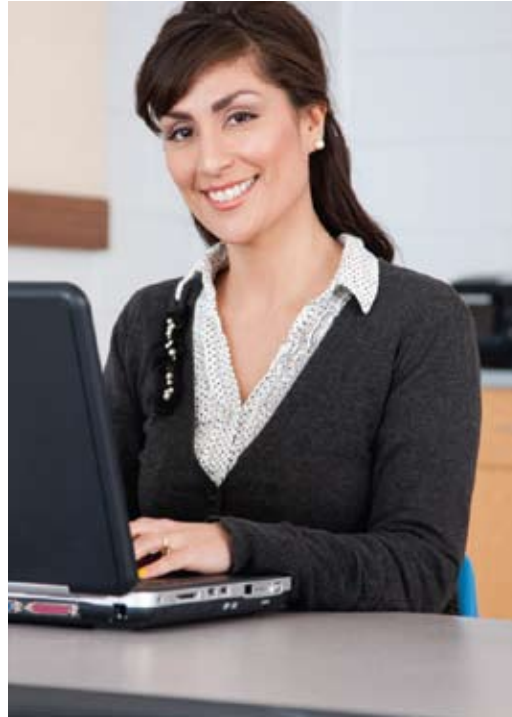
### General Educational Development (GED) Preparation

Prepares the student to pass the exam for the GED diploma—the equivalent to a credential for high school completion. The actual GED testing is only offered at a few sites.

### English as a Second Language (ESL)

Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

\*Note: Many adult education locations may require an annual \$20.00 administrative fee to cover books, materials, and/or supplies, however instruction is free.



## Northwest Indiana Adult Learning Sites

### JASPER COUNTY

#### Jasper County Adult Learning Center

First Reformed Church  
9991 W. 1200 N., Demotte, IN 46310 • (219) 863-9145  
Tues., Thurs. and Fri. - 8:30 am to Noon  
**ABE, GED, ESL**

#### Jasper County Adult Learning Center

Drexel Hall  
1027 S. College Ave., Rensselaer, IN 47978 • (219) 863-8591  
Mon. & Wed. - 10:00 am to 1:00 pm and 5:00 pm to 8:00 pm  
Tues. & Thurs., - 4:00 pm to 8:00 pm  
**ABE, GED, ESL**

### LAKE COUNTY

#### Crown Point Adult Learning Center

Lakeview Square, 928 B S. Court St.  
Crown Point, IN 46307 • (219) 663-5465  
Mon. & Wed. - 5:00 pm to 9:00 pm  
Tues. & Thurs. - 9:00 am to 3:30 pm  
**ABE, GED, ESL**

#### East Chicago Adult Education

West Side Junior High School  
4001 Indianapolis Blvd.  
East Chicago, IN  
Mon.-Fri. from 9:00 am to Noon  
**(219) 391-4068** ext 2210 or ext. 2211

Central High School  
1100 West Columbus Drive  
East Chicago, IN  
Mon.-Thurs. 4:30 to 7:30 pm  
**219-391-4000** ext. 4060

#### Lowell Adult Learning Center

Cedar Creek Community Center  
151 N. Fremont, Lowell, IN 46356 • (219) 696-6777  
Mon & Thurs -10:00 am to 2:00 pm  
Tues & Wed 4:00 pm to 7:00 pm  
**ABE, GED, ESL**

#### School City of Whiting Adult ESL Program

Nathan Hale Elementary  
1831 Oliver St., Whiting, IN 46394  
Contact: Dr. Sandra Martinez at 219-659-0656  
smartinez@ns.whiting.k12.in.us  
Tues. and Thurs. - 5:00 to 7:00 pm

#### Hobart Adult Learning Center

Hobart Public Library  
100 Main St., Hobart, IN 46342  
**(219) 942-2243 ext. 762**  
Mon/Tues/Wed/Thurs - 12:00 to 4:00 pm  
Mon. & Wed. - 4:00 to 8:00 pm  
**ABE, GED, ESL**

### Tri-Town Adult Learning

St. John Community Center  
1515 Lincoln Hwy., Schererville, IN 46375  
**(219) 322-6700**  
Tues/Thurs - 12:00 pm to 6:00 pm  
Wed. - 2:00 pm to 8:00 pm  
**ABE, GED, ESL**

### Hammond Area Career Center

5727 Sohl Ave., Hammond, IN 46320  
**(219) 933-2419**  
Mon thru Thurs. **ESL** - 9:00 am to 12:30 pm  
Mon. thru Thurs. **GED** - 9:00 am to 1:00 pm  
Mon. thru Thurs. **ESL/GED** - 6:00 to 8:30 pm  
*ESL/Citizenship Class* - Sat. 9:00 am to 12:30  
at Greater Hammond Community Center)

### Lake Ridge Schools

6111 W. Ridge Rd., Gary, IN  
**(219) 838-1819 or (219) 989-7816**  
Mon. thru Fri. - 9:00 am to Noon  
and 1:00 to 4:00 pm  
**GED, ABE, ASC, ESL**

### Merrillville Adult Education

6701 Delaware St., Merrillville, IN 46410  
**(219) 650-5310**

#### GED Prep. Program (ABE)

Mon. thru Thurs. - 6 to 8:30 pm  
Jan. thru March  
Apr. thru June  
July thru Sept.  
Oct. thru Dec.

#### GED Testing

Twice Monthly - Mon. & Tues.  
4:45 pm to 9:00 pm  
Dates and registration available at  
[www.mvsc.k12.in.us/adulted](http://www.mvsc.k12.in.us/adulted)

#### High School Diploma Completion

Mon. thru Thurs. - 3:45 to 9:10 pm  
Aug. 30 thru Dec. 21, 2011 To be Determined

#### Whiting Public Library

1735 Oliver Avenue  
Whiting, IN 46394  
**219-933-2419**  
[ciwarner@hammond.k12.in.us](mailto:ciwarner@hammond.k12.in.us)  
**ESL:** Tues. & Thurs. from 2:30 to 4:30 pm

## GARY CITY-WIDE SITES

#### Gary Area Career Center

1800 East 35th Ave.  
**(219) 963-2085**  
Mon/Tues/Wed/Thurs - 4:30 pm to 8:30 pm  
Also offers *Adult Secondary Credit (ASC)* classes Mon. thru  
Fri. - 3:00 pm to 8:00 pm

#### Carter G. Woodson Library

501 S. Lake St.  
**(219) 938-3941**  
Mon. & Wed. - Noon to 3:00 pm

#### Salvation Army

1351 West 11th Ave.  
**(219) 882-9377**  
Tues/Thurs - 5:30 pm to 8:30 pm

### Cisco Academy

(Delaney Community)  
831-833 West 21st Ave.  
Mon., Tues., Wed. - 9:00 am to 1:00 pm  
Thurs. 10:00 am to Noon

### Ivy Tech Community College

1440 East 35th Ave., Room C207  
**(219) 981-1111**  
Tues. & Thurs. - 9:00 am to Noon (offers ESL also)

### WorkOne (Village Shopping Ctr)

3522 Village Court  
**(219) 981-4100**  
Tues., Wed., Thurs. 9:00 a.m. - Noon  
**Calumet Twp. Trustee**  
485 Broadway • **(219) 883-0574**  
Tues., Wed., Thurs. - 9:00 am to 1:00 pm

## LA PORTE COUNTY

#### LaPorte High School

602 F Street, LaPorte, IN 46350  
Max Miller ([mmiller@lpcsc.k12.in.us](mailto:mmiller@lpcsc.k12.in.us))  
Paul Lindeman ([plindeman@lpcsc.k12.in.us](mailto:plindeman@lpcsc.k12.in.us))  
**(219) 362-3102**  
*Adult Secondary Credit Classes (ASC)*  
Mon. thru Thurs. - 4 to 7:00 pm

#### Michigan City Public Library

100 E. 4th Street, Michigan City, IN 46360  
**(219) 873-3043** *Call for specific days and hours*  
Individualized tutoring services include GED preparation,  
Adult Basic Education (ABE), and English as a  
Second Language (ESL)

#### A.K. Smith Career Center

817 Lafayette St., Michigan City, IN 46360  
16 & 17 year olds, Mon. thru Fri. - 9 to 11 am  
and Noon to 3:00 pm  
18+ year olds, Mon/Tues/Wed - 3:30 to 7:00 pm

#### LaPorte WorkOne

300 Legacy Plaza West, LaPorte, IN 46350  
**(219) 362-2175**  
Mon/Tues - 9:00 am to 5:00 pm  
Wed/Thurs - Noon to 8:00 pm  
Friday - 9:00 am to Noon

## NEWTON COUNTY

#### Newton County Government Ctr.

Suite 300, Morocco, IN • 219-285-8005  
Mon thru Thurs. 9:00 am-3:00 pm  
Tues & Thurs. 4:00 pm-8:00 pm

## PORTER COUNTY

#### Chesterton Adult Learning Center

Westchester Public Library  
100 West Indiana St., Chesterton, IN 46304  
**(219) 921-0567**  
Mon. & Wed. - 8:30 am to 4:00 pm  
Tues/Thurs - 6:00 pm to 9:00 pm  
**ABE, GED, ESL**

#### Valparaiso Adult Learning Center

St. Andrew's Episcopal Church  
505 Bullseye Lake Road, Valparaiso, IN 46383  
**(219) 462-4230**  
Mon/Tues/Wed/Thurs - 9:00 am to 3:00 pm  
**ABE, GED, ESL**

### Portage Adult Learning Center/NEO

5391 Central Ave., Portage, IN 46368  
**(219) 850-4331**  
[www.neoadulted.org](http://www.neoadulted.org)

### Adult ABE & GED

Mon. thru Thurs. 8:30 am - 3:00 pm and  
5:30 - 8:30 pm

**ESL:** Mon. thru Thurs 8:30 am - 1:00 pm  
and Mon. thru Thurs. 5:00 - 8:00 pm

### ASC (High School Diploma Completion):

Mon. thru Thurs. 3:30 - 7:30 pm

### Official GED Testing Center

5391 Central Ave., Portage, IN  
Exact test dates available at  
[www.neoadulted.org](http://www.neoadulted.org) or call  
(219)850-4448

## PULASKI COUNTY

#### Pulaski Co. Adult Learning Center

Pulaski Co. Annex  
125 S. Riverside Dr., Winamac, IN 46996  
**(574) 242-0131**  
Mon. & Wed. - 4:00 pm to 7:00 pm  
Tues. & Thurs. - 9:00 am to noon  
**ABE, GED, ESL**

## STARKE COUNTY

#### Starke County. Adult Learning Center WorkOne

6 North Shield St., Knox, IN 46534  
**(574) 249-8720**  
Mon. & Wed. 4:00 pm to 9:00 pm  
Tues. & Thurs. 8:30 am to 1:30 pm  
**ABE, GED, ESL**

#### North Judson Adult Learning Center

North Judson Wayne Township Public Library  
208 Keller Avenue  
North Judson, IN 46366  
**(574) 896-2841**  
Mon. and Wed. - 10:00 am to 1:00 pm  
Thurs. - 5:00 to 8:00 pm  
**ABE, GED, ESL**

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## WorkOne Gary

3522 Village Court • Gary, IN  
219-981-1520 or 981-4100 Fax: 219-981-4121  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am – 4:30pm  
Thurs - 10:00am – 4:30pm



## WorkOne Hammond

5265 Hohman Avenue • Hammond, IN  
219-933-8332 Fax: 219-933-8370  
Hours of operation:  
Mon, Tue, Thurs & Fri - 8:00am – 4:30pm  
Wed - 10:00am – 4:30pm



## WorkOne Knox

53 W. Lake Street • Knox, IN  
574-772-6882 Fax: 574-772-6899  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am – 4:30pm  
Thurs - 10:00am – 4:30pm



## WorkOne LaPorte

Sagamore Center • 300 Legacy Plaza West  
LaPorte, Indiana 46350-5876  
219-362-2175 Fax: 219-362-1198  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am – 4:30pm  
Thurs - 10:00am – 4:30pm



## WorkOne Michigan City

302 W. 8th Street  
Michigan City, Indiana 46360  
219-809-0575 Fax: 219-809-0577  
Hours of operation:  
Mon, Wed & Fri - 8:00am – 4:30pm



## WorkOne Morocco

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800-661-2258 Fax: 219-285-2213  
Hours of operation:  
Mon, Tues & Wed - 8:00am – 4:30pm



## WorkOne Portage

AmeriPlex Commercial Park  
1575 Adler Circle, Ste. A • Portage, IN  
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Wed - 10:00am – 4:30pm



## WorkOne Rensselaer

116 N. Van Rensselaer Street • Rensselaer, IN  
219-866-4330 Fax: 219-866-2746  
Hours of operation:  
Mon, Tues, Wed & Fri - 8:00am – 4:30pm  
Thurs - 10:00am – 4:30pm



## WorkOne Winamac

123 N. Market Street, Ste. 2 • Winamac, IN  
574-946-6300 Fax: 574-946-3628  
Hours of operation:  
Tues & Wed - 8:00am – 4:30pm (EST)

Oversight of Region 1 WorkOne System is provided  
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# WorkOne

Northwest Indiana