

Central Kentucky Job Centers
 121 East Broadway
 Danville, Kentucky 40422
 (859) 239-7411
www.ckyjobs.com



**Office hours: Mon & Tue 7:30 am – 5:00 pm;
 Wed & Thur 7:30 am – 4:30 pm; Fri 8:00 am – noon**

Other area locations in Harrodsburg, Stanford, Lancaster, Lawrenceburg, and Nicholasville

Central Kentucky Job Centers are one-stop locations that bring employment and human services agencies together under one roof. Through the Job Center, job seekers can

- Look for job openings locally and state-wide
- Find out about employment, career, and training services that are available through local agencies and organizations
- Access many Job Center services

Applicants can take screening tests to determine qualifications and needs. Applicants are then provided with suggestions to improve job skills and employability.

Workshops for Job Readiness Skills, such as filling out job applications, preparing for and doing better in interviews, creating a resume, and others, are offered through the Workforce Investment Act program on a regular basis for applicants registered with the Job Center.

Through Job Centers, applicants can also access training and services from other sources that help with specific needs, such as displaced or dislocated workers, those with disabilities, welfare recipients, persons 55 and older, and veterans.

In order to assist job seekers and employers to decrease turnover, Job Center staff can help with transportation, childcare, housing, and emergency healthcare services for employees hired through Central Kentucky Job Center.

IF YOU ARE LOOKING FOR . . .	THEN CONTACT . . .
Information on job openings in Danville or the state	Central Kentucky Job Center
How to fill out an application, prepare for a job interview, or make a resume	Central Kentucky Job Center
A place to learn or improve your basic computer skills	Community Education
Help in improving your reading, writing, or basic math	Adult Education
Assistance in preparing for GED exam	Adult Education
Help in finding out what skills you need to improve	Central Kentucky Job Center
Training to prepare for a specific career or occupation involving electrical technology, machine tools, industrial maintenance, or welding	Bluegrass Community and Technical College (BCTC) – Danville Campus
Degree requirements, admission requirements, financial aid possibilities, or course schedule information to start or finish a four-year degree	Bluegrass Community and Technical College (BCTC) – Danville Campus or Eastern KY University
Options for completing an Associate's degree or the general studies needed for a bachelor's degree	BCTC, National College, or Eastern KY University
Training to prepare for a specific career or occupation involving nursing or medical information technology	BCTC or National College
A way to determine your current level of skills and knowledge in reading and math	Adult Education
A way to improve your ability to read and speak English (as a second language)	Adult Education
Help in sorting out the education and training opportunities that exist locally and how to find them	Community Education
Ways to improve your skills for your current job or to qualify for another job	Your employer and ask about training available through the Central KY Regional Jobs Training Consortium

There are lots of things that can get in the way of improving your skills in order to get a good or a better job.

Have **you** ever thought or said any of these things? -



BUT ...**"I can't afford it"**
 or
"I can't do it with my work schedule"



BUT ...**"I don't have time."**
 or
"I don't know how or where to do it."



BUT ...**"I don't know what I need"**
 or
"I don't know where to get help"

Danville/Boyle County Adult Education & Family Literacy
 Located in Danville High School-Room 201
 203 East Lexington Avenue
 Danville, Kentucky 40422
 859-238-1303
charlotte.preston@danville.kyschools.us
<http://KYAE.ky.gov>



If you did not complete high school – or struggled academically to complete high school –Adult Education can help you with essential skills.

Also offers other services to help adults improve job skills and employability:

- Job readiness skills (completing applications, interviews, etc.)
- "Work Keys" testing to find skills deficiencies (math, reading, etc.)
- GED preparation and testing
- Basic math, reading and writing skills
- Workplace English as a Second Language (ESL)
- Assistance in preparing for standardized tests for college entrance
- One-on-one tutoring
- On-line learning options through the KY Adult Education system

All services are free and funded through Kentucky Adult Education (KYAE), Heart of Kentucky United Way, and city and county governments.



Danville-Boyle-KSD Community Education
 P.O. Box 655
 Danville, Kentucky 40423-0655
 859-239-8986
www.commed@bellsouth.net

Community Education offers both job skills training and life-long learning classes to meet the needs of all members of the community. Many learning opportunities are the result of collaborations with other organizations, the school systems, and employers in the community.

Community Education classes can help you learn or improve marketable computer skills, from basic to advanced:

- Introduction to the Internet
- Introduction to Windows
- Introduction, Intermediate and Advanced Word (for letters)
- Introduction, Intermediate and Advanced Excel (for spreadsheets)
- Introduction, Intermediate and Advanced Access (for databases)
- Power Point I and II (for presentations)
- Publisher (for newsletters and publications)
- Quick Books (for basic budgeting and accounting)

All computer classes in Community Education's on-site computer lab.

You can also learn basic skills for some up and coming career fields.

Class fees are set as low as possible. Fees can be billed to employers. Senior citizen discounts are available.

Bluegrass Community and Technical College (BCTC)
 Danville Campus
 59 Corporate Drive
 Danville, Kentucky 40422
 859-239-7030
www.bluegrass.kctcs.edu



The Danville campus of BCTC offers over 40 credit program options from diplomas and certifications with hands-on training for Associate Degrees and online programs:

- Business Management and Marketing
- Electrical Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Medical Information Technology
- Medicaid Nurse Aide
- Practical Nursing and Registered Nursing
- Welding Technology

In addition to the classroom instruction, you can also find:

- Assistance in improving basic skills in math, reading, writing, and study skills
- Assistance in determining available financial assistance for educational expenses
- Ability to transfer Associate Degrees and coursework to a four-year college



National College
 115 East Lexington Avenue
 Danville, Kentucky 40422 (859) 236-6991
www.national-college.edu

National College offers post-secondary programs to educate men and women for the duties and responsibilities of careers in business settings – and to help place them in positions of opportunity and advancement. The classes in diploma and degree programs focus on the skills needed in a specific career field.

Diploma programs

- Accounting
- Business Administration
- Computerized Office Applications
- Medical Billing and Coding
- Medical Office Specialist
- Medical Transcription
- Pharmacy Technician

A variety of need-based and other financial aid resources are available to help students with tuition and expenses.

A high school diploma or completion of GED is required for admission.

A variety of need-based and other financial aid resources are available to help students with tuition and expenses.

Associate degrees

- Administrative Office Professional
- Business Administration – Accounting
- Business Administration – Management
- Computer Applications Technology
- Medical Assisting
- Pharmacy Technology

Eastern Kentucky University – Danville Campus
 Danville Manor Shopping Center
 1560 Hustonville Road
 Danville, Kentucky 40422 (859) 236-6866
 Mon-Thur: 8 am – 10 pm; Fri: 8am – 4:30 pm
www.eku.edu/danville



One of three extended campuses of EKU, the Danville campus offers more than 130 classes on-site each semester. General education classes, complete degree programs, and substantial portions of degrees are available in the following areas:

- Corrections & Juvenile Justice (Associate and Bachelor's degrees)
- Criminal Justice (Bachelor's degree)
- Early Childhood Education (Associate degree)
- General Studies (Bachelor's degree)
- Paralegal Studies (Associate degree)
- Registered Nursing (for those with Associate degree)

Master's degree programs in Education Business Administration, Psychiatric Nursing, and Rural Nurse Practitioner) High school transcript or GED scores, ACT scores, and completed admission application are required for enrollment.

Academic advisors on-site enable students to schedule and register for classes without going to the main campus in Richmond.

Classes are available on-site in Danville during the day, evenings, and on select Saturdays. In addition, classes can be completed through interactive media such as KET or ITV, correspondence, and online.

Placement testing for is available to assist students to identify if they may need development classes to improve skills in reading, math, or English in order to succeed in required classes.

Free tutoring services are also available for math, English, and computer classes.

If you know that you need to – and you want to do something about it – there are resources to help!

Danville-Boyle County
 Chamber of Commerce
 304 South Fourth Street
 Danville KY 40422

859-236-2361 info@danvilleboylechamber.com

