
Vision

J Kelly Referrals & J Kelly Educational Career Learning Center, Inc., is a community-based, community-minded private business, which provides educational training that meets the everyday needs of the common person.

Facility

Located at 219 West 7th Street, Little Rock, AR, the facility is in a two-story, air-conditioned building and meets the standards established by the Little Rock Fire Department. The classroom is equipped with forty computer workstations and two teacher workstation, totaling nine training computers and two-network printer.

General Information

Mary M. Parham, President, CEO, and Diane Lawrence, Vice-President, COO, certify that the State Board of Private Career Education will receive advance notice in the event of changes in the content of our educational training program.

Training Policy

The Program is outlined for participants who meet the following guidelines:

- Have a High School Diploma,
- GED or
- GED pending
- Basic computer knowledge
- Referral from the DWS and/or TEA
- Willing to abide by training policy & procedures rules and regulations set forth by JKelly Educational Career Learning Center, Inc.

Education is the key to success!



**JKelly Referrals &
Information Services, Inc.**

FAST TRACK JOB TRAINING PROGRAM

501-374-5000

www.jkellyReferrals.com

219 West 7th Street
Little Rock, AR 72201
501-374-5000 (Office)
501-374-5007 (Fax)

Powerful Training

J Kelly Referrals and J Kelly Educational Career Learning Center, Inc., provide powerful training designed to facilitate the acquisition of productivity-enhancing skills. Our relaxed classroom environment and friendly instructor serve to eliminate learning anxiety and allow students to concentrate on increasing their knowledge.

MS Word

Upon completion of this course, the novice MS Word user will be able to complete the following tasks:

- Access Microsoft Word
- Navigate through Microsoft Word
- Create, Modify, Save, and Print documents
- Complete Class Exercise
- Complete Class Project
- Prerequisite: Basic computer knowledge, typing

Hands-on Learning

Students are guided as they work through each lesson at their own pace, asking questions when help is needed. Workbook exercises are clear, concise, and take students on a systematic path through the new material. While students enjoy the hands-on activity, the instructor provides individualized help for those who need it or follow-up with the more advanced students.

Balanced Approach

Our training approach comprises a balanced mix of instructor-led lectures and discussion, followed by intensive hands-on exercises. Once students are settled in for the “Fast Track Job Preparation Program” and ready for class, our instructor begins by explaining concepts and procedures. Students then complete a set of hands-on exercises that incorporate the topics presented in the preceding lecture. Two-thirds to three-quarters of class time is spent in hands-on activity



Take-Home Manuals

Take-home manuals drive the class exercises. These manuals are effective and helpful. Students find them easy to understand and enjoy working through them. Students may keep the manual for later reference, which is a big help in retaining the new material. One former student said, “This workbook was the best I’ve ever seen. It was easy to follow and thoroughly enjoyable.”



Mary M. Parham
President, CEO, Education Center

Welcome to the J Kelly Referrals & J Kelly Educational Career Learning Center, Inc. I am delighted to offer you the exciting “Fast Track Job Preparation Program.” The Program will introduce you to Customer Service at its best.

The curriculum will also consist of training in communication soft skills, basic word processing or MS Word, mock interviews and role playing, resume writing and on-line job applications, dress for success, job seeking skills, random speakers from financial Institutions for budget training, credit and purchase requirement counseling for - first-time home buyers, and so much more.

Upon completion of training, the applicant must have completed all required training, developed a resume with cover letter, and completed three on-line job applications. Applicants who complete all requirements of the training will receive a certificate of completion.

As you know, efficient and well-trained employees contribute to an effective and smooth-running work environment. Our programs offer the necessary tools to train employees large corporations are seeking.

“Education is the key to success!”

