

JUNE 2017

AMERICAN JOB CENTER @ MORRISTOWN WORKSHOP COURSE DESCRIPTIONS

AMERICAN JOB CENTER ORIENTATION

Staff assisted point of contact for customers to learn about career center programs, services and the resource room computers. A time for customers to complete pre-referral or initial paperwork associated to desired program service.

COMPUTER LITERACY – Individual Workshops

HANDS ON BASIC COMPUTER USAGE & MOUSE TRAINING – Direct staff assistance in basic introduction to computer usage and mouse applications.

EMAIL BASICS – Learn how to email, navigate options and additional features.

BASIC INTERNET USAGE & SAFETY – Learn how to use Internet browser options, understand website terminology, and surfing to safely avoid unsolicited sales calls through pop-ups, recognize online scams and unsafe websites.

BASIC ELECTRONIC WORD PROCESSING & COMPUTER TERMINOLOGY– Learn about basic word processing, computer symbols, terms, options and their applications.

ELECTRONIC SPREADSHEET – An introduction to computer-generated spreadsheets.

ELECTRONIC SLIDE PRESENTATIONS – An introduction to computer-generated presentation slides.

SECOND CHANCE JOB READINESS

Specific information targeted to assisting those with criminal records to network properly, begin a more productive job search and to prepare for a successful entry in to the workforce.