

WORKSHOPS & CAREER SERVICES.....



TUESDAYS 8:15 AM – 8:45 AM			
6 TH	13 TH	20 TH	27 TH



EMAIL BASICS		INTERNET BASICS		COMPUTER TERMINOLOGY & ELECTRONIC WORD PROCESSING	
TUESDAYS 10:00 AM – 11:30 AM		TUESDAYS 11:30 AM – 1:00 PM		WEDNESDAYS 9:30 AM – 12:30 PM	
13 TH	27 TH	13 TH	27 TH	7 TH	21 ST
ELECTRONIC PRESENTATIONS		ELECTRONIC SPREADSHEETS			
THURSDAYS 10:00 AM – 12:00 PM		FRIDAYS 9:00 AM – 12:00 PM			
1 ST	15 TH	9 TH	23 RD		

HANDS ON COMPUTER USAGE & MOUSE TRAINING	
MONDAY – FRIDAY ANY TIME BETWEEN 8:30 AM – 3:30 PM (DURATION ABOUT 1 ½ HOURS) *Except on State Holidays	



SECOND CHANCE JOB READINESS MONDAYS (CHOOSE SESSION)			
5 TH	12 TH	19 TH	26 TH
10:00 AM – 12:00 PM OR 2:00 PM – 4:00 PM			

Workshop Descriptions on back

A reservation is required to attend any informational session. To make reservations, call our Resource Room at (423) 317 – 1060.

All informational sessions are of no cost to the customer and everyone is welcome to attend.

(**Limited Space Available on all Computer Training Workshops)