

**WORKSHOPS & CAREER SERVICES.....**

**AMERICAN  
JOB CENTER  
ORIENTATION**

**ORIENTATION**

<b>TUESDAYS</b> 8:15 AM – 8:45 AM		
5 <sup>TH</sup>	12 <sup>TH</sup>	19 <sup>TH</sup>
<b>MONDAY EVENING ONLY</b> 11 <sup>TH</sup> 4:30 PM – 5:00 PM		

**SOFT  
SKILLS  
TRAINING**

**COMPUTER LITERACY**

EMAIL BASICS ELECTRONIC PRESENTATIONS	INTERNET BASICS ELECTRONIC SPREADSHEETS	COMPUTER TERMINOLOGY & ELECTRONIC WORD PROCESSING
<b>BY APPOINTMENT ONLY</b> TUESDAY – FRIDAY ANY TIME BETWEEN 10:00 AM – 2:00 PM (DURATION BETWEEN 1 ½ UP TO 3 HOURS)		

**CAREER  
SERVICES**

**HANDS ON COMPUTER USAGE & MOUSE TRAINING**

MONDAY – FRIDAY ANY TIME BETWEEN 8:30 AM – 3:00 PM (DURATION ABOUT 1 ½ HOURS) *Except on State Holidays
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**JOB READINESS**

<b>SECOND CHANCE JOB READINESS</b> MONDAYS (CHOOSE SESSION)	
4 <sup>TH</sup>	11 <sup>TH</sup>
10:00 AM – 12:00 PM OR 2:00 PM – 4:00 PM	

**WORKFORCE PREPARATION JOB READINESS**  
**TUESDAYS**

5 <sup>TH</sup> JOB READINESS I	12 <sup>TH</sup> JOB READINESS II	19 <sup>TH</sup> JOB READINESS III
9:30 AM – 12:00 PM		

**EMPLOYMENT/CAREER DECISION MAKING SERIES**

**TUESDAYS**

RETURNING TO SCHOOL FOR THE ADULT LEARNER 10 AM - 12:30 PM	QUICK REFERENCE STUDY TIPS 2:00 AM - 3:30 PM	WHAT'S NEXT? AFTER TRAINING/GRADUATION 9:30 AM - 12:00 PM
14 <sup>TH</sup>	14 <sup>TH</sup>	28 <sup>TH</sup>

**CAREER COACHING & GUIDANCE AND MOCK INTERVIEWING BY APPOINTMENT**

Workshop Descriptions on Back

To schedule for a workshop, call our Resource Room at (423) 317 - 1060.  
All workshops are of no cost to the customer and everyone is welcome to attend.  
(\*\*Limited Space Available on all Computer Training Workshops)