

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

**AMERICAN  
JOB CENTER  
ORIENTATION**

<b>ORIENTATION</b>			
<b>TUESDAYS</b>			
<b>8:15 AM – 8:45 AM</b>			
<b>7<sup>TH</sup></b>	<b>14<sup>TH</sup></b>	<b>21<sup>ST</sup></b>	<b>28<sup>TH</sup></b>
<b>MONDAY EVENING ONLY</b>			
<b>13<sup>TH</sup></b>			
<b>4:30 PM – 5:00 PM</b>			

**SOFT  
SKILLS  
TRAINING**

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

**CAREER  
SERVICES**

<b>HANDS ON COMPUTER USAGE &amp; MOUSE TRAINING</b>	
<b>MONDAY – FRIDAY</b>	
<b>ANY TIME BETWEEN</b>	
<b>8:30 AM – 3:00 PM</b>	
<b>(DURATION ABOUT 1 ½ HOURS)</b>	
<b>*Except on State Holidays</b>	

<b>JOB READINESS</b>			
<b>SECOND CHANCE JOB READINESS</b>			
<b>MONDAYS (CHOOSE SESSION)</b>			
<b>6<sup>TH</sup></b>	<b>13<sup>TH</sup></b>	<b>20<sup>TH</sup></b>	<b>27<sup>TH</sup></b>
<b>10:00 AM – 12:00 PM OR 2:00 PM – 4:00 PM</b>			

<b>WORKFORCE PREPARATION JOB READINESS</b>			
<b>TUESDAYS</b>			
<b>7<sup>TH</sup></b>	<b>14<sup>TH</sup></b>	<b>21<sup>ST</sup></b>	<b>28<sup>TH</sup></b>
<b>JOB READINESS I</b>	<b>JOB READINESS II</b>	<b>JOB READINESS III</b>	<b>JOB READINESS IV</b>
<b>9:30 AM – 12:00 PM</b>			

<b>EMPLOYMENT/CAREER DECISION MAKING SERIES</b>		
<b>TUESDAYS</b>		
<b>RETURNING TO SCHOOL FOR THE ADULT LEARNER</b> 10 AM - 12:30 PM <b>or</b> 5:00 PM - 7:30 PM	<b>QUICK REFERENCE STUDY TIPS</b> 2:00 AM - 3:30 PM	<b>WHAT'S NEXT? AFTER TRAINING/GRADUATION</b> 9:30 AM - 12:00 PM
<b>16<sup>TH</sup></b>	<b>16<sup>TH</sup></b>	<b>30<sup>TH</sup></b>

**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)