

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

**DAY & EVENING ORIENTATIONS**



<b>TUESDAYS</b> 8:15 AM – 8:45 AM			
5 <sup>TH</sup>	12 <sup>TH</sup>	19 <sup>TH</sup>	26 <sup>TH</sup>
<b>MONDAYS</b> 4:30 PM - 5:00 PM			
11 <sup>TH</sup>		25 <sup>TH</sup>	

**COMPUTER LITERACY & SOFTWARE APPLICATIONS**



<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> TUESDAY – FRIDAY ANY TIME BETWEEN 10:00 AM – 2:00 PM (DURATION BETWEEN 1 ½ UP TO 3 HOURS)		

**HANDS ON COMPUTER USAGE & MOUSE TRAINING**

<b>MONDAY – FRIDAY</b> ANY TIME BETWEEN 8:30 AM – 3:00 PM (DURATION ABOUT 1 ½ HOURS) *Except on State Holidays
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**JOB READINESS FOR RE-ENTERING THE WORKFORCE**



<b>SECOND CHANCE JOB READINESS</b> (JOB SEARCH HELP IF HAVE CRIMINAL RECORD) MONDAYS (CHOOSE SESSION)			
4 <sup>TH</sup>	11 <sup>TH</sup>	18 <sup>TH</sup>	25 <sup>TH</sup>
10:00 AM – 12:00 PM OR 2:00 PM – 4:00 PM			

**WORKFORCE PREPARATION SERIES  
(GETTING YOU READY TO IMPRESS EMPLOYERS)**

<b>TUESDAYS &amp; THURSDAYS</b> 9:30 AM – 12:00 PM	
5 <sup>TH</sup>	7 <sup>TH</sup>
JOB READINESS I	JOB READINESS II
19 <sup>TH</sup>	21 <sup>ST</sup>
JOB READINESS III	JOB READINESS IV

**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)