

WORKSHOPS & CAREER SERVICES.....

DAY & EVENING ORIENTATIONS



TUESDAYS 8:15 AM – 8:45 AM				
1 ST	8 TH	15 TH	22 ND	29 TH
MONDAYS 4:30 PM - 5:00 PM				
7 TH			21 ST	

COMPUTER LITERACY & SOFTWARE APPLICATIONS



EMAIL BASICS	INTERNET BASICS	COMPUTER TERMINOLOGY & ELECTRONIC WORD PROCESSING
ELECTRONIC PRESENTATIONS	ELECTRONIC SPREADSHEETS	
BY APPOINTMENT ONLY 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

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

JOB READINESS FOR RE-ENTERING THE WORKFORCE



SECOND CHANCE JOB READINESS (JOB SEARCH HELP IF HAVE CRIMINAL RECORD) MONDAYS (CHOOSE SESSION)		
7 TH	14 TH	21 ST
10:00 AM – 12:00 PM OR 2:00 PM – 4:00 PM		

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

1 ST		8 TH	10 TH
9:30 AM – 12:00 PM	5:00 PM - 7:30 PM	9:30 AM – 12:00 PM	5:00 PM - 7:30 PM
JOB READINESS I (ATTEND 1 SESSION ONLY)		JOB READINESS II	
15 TH		22 ND	24 TH
9:30 AM – 12:00 PM	5:00 PM - 7:30 PM	9:30 AM – 12:00 PM	5:00 PM - 7:30 PM
JOB READINESS III (ATTEND 1 SESSION ONLY)		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)