

Class Descriptions

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<p style="text-align: center;">Word! & Excel</p> <p>Introduction to Word & Excel</p> <p>Clients will learn :</p> <p><i>How to create, save, cut, copy and paste, retrieve and enhance a Word document.</i></p> <p><i>How to create basic a Excel Document and use of Excel Formulas</i></p>	<p style="text-align: center;">Online Job search</p> <p><i>Clients will become acquainted with Search Engines, Jobsites and various other sites to aid in their job search.</i></p> <p>Clients will learn:</p> <p><i>Internet etiquette</i></p> <p><i>How to Attach a document</i></p> <p><i>How to post a resume, email a resume or cut and paste a resume.</i></p>	<p style="text-align: center;">Resume Roundup</p> <p><i>This class is for clients who need to create a resume. Clients need to be familiar with Word.</i></p> <p><i>*Clients who want assistance to enhance, update a resume can come during lab hours.</i></p>
<p style="text-align: center;">Keyboarding and Computers</p> <p>Introduction to basics of the computer and basic typing practice.</p> <p>Topics:</p> <p><i>Parts of the Computer</i></p> <p><i>Logging On and Off</i></p> <p><i>Functions and Programs</i></p> <p><i>Basic Typing</i></p>	<p style="text-align: center;">Special Topic</p> <p style="text-align: center;">Re-entering The Work Force</p> <p>This seminar is for clients who have been out of work for a long period of time. We will discuss strategies for a smooth re-entry into a changing world.</p>	<p style="text-align: center;">Ace the Interview</p> <p>Topics:</p> <p><i>Dress To Impress</i></p> <p><i>Interview styles and techniques.</i></p> <p><i>Interview Tips</i></p> <p><i>*Clients will role play with other clients</i></p>

LAB HOURS: The lab is to be utilized for guided practice on various skills covered in the workshops. Clients can practice keyboarding, prepare “one on one” for an interview, work on Word and Excel Skills or develop their NEW resume/cover letter.