# Choose Your Learning Track…

## Job Search
1. Resumes and Applications
2. Interviewing Preparation
3. Job Success
4. Keyboarding
5. Intro to Computers
6. Word 1 & 2, 3
7. Resume Lab

## Online Tools
1. Applications Lab
2. Resume Lab
3. Social Media/Linked In Profiles
4. Hyperlinking the Labor Market

## Basic Office Tools
1. Keyboarding
2. Basic/Intro Computers and the Internet
3. Word 1, 2 & 3
4. Excel 1, 2 & 3
5. PowerPoint

**Resumes and Cover Letters** Learn what employers expect on resumes and applications. Avoid mistakes and target your materials to get noticed!

**Interviewing Preparation** Information on how to prepare for an interview, answer commonly asked interview questions, and follow up after the interview.

**Keyboarding** For beginning keyboarding or to improve skills. Basic computer keyboard instruction and introduction to Ultra Key typing software. *No experience necessary.*

**Intro/Basic Computers** Learn basic navigation, using the mouse, keyboard, opening applications, creating documents, saving and printing files. *Keyboarding experience required.*

**Word 1, 2 & 3** Class is divided into three parts. Includes creating a document and table. Formatting, setting margins, applying color, spell check, tabs, indents, spacing, printing, headers and footers, columns, mail merge, bullets and numbering.
*Keyboarding, Intro/Basic Computers required.*

**Excel 1, 2 & 3** Class is divided into three parts. Enter data, format, adjust columns and rows, freeze panes, hide columns and row. Creating formulas, create charts, problem-solving, create worksheets from given data, and apply formatting.
*Keyboarding and Word Experience required.*

**PowerPoint 1 & 2** Create basic Powerpoint presentations and run slide shows. Add formatting and animations to slides.

**Applications Lab** Workshop covers downloading, changing file extensions (**PDF, etc)** and other challenges in applying for jobs electronically.

**Social Media/LinkedIn Profiles** Tips for creating profiles on the professional networking website, with ideas for how to make your profile more attractive to recruiters.

**Resume Lab** Hands on workshop . Discuss formatting, content, tips and tricks to market your resume. **MUST HAVE WORKING KNOWLEDGE OF WORD.**

**Job Success** Learn about the skills and attributes employers value most. See problems coming - have ideas on how to deal with them. Prepare to get ahead on the job.

**Money Matters** Learn about the importance of budgets and available budgeting tools, banking basics and long range career planning with a financial impact focus.

**Other Software Available:**
*Proveit –*Testing software for typing, Microsoft Office, clerical and math skills
*Winway Resume and Cypress Resume*– Create a resume
*UltraKey Typing, Mavis Beacon* **–** Improve your keyboarding skills
*Accessibility Workstation* Familiarize yourself with assistive technology software. ZOOMTEXT magnify and customize the computer screen. JAWS the computer reads back to you. DRAGON NATURALLY SPEAKING "train" the computer to your voice so that you can put your voice to text. OPENBOOK Scan a page and it will read that page out loud. B**y appointment only.**