

Workforce Solutions

Course Descriptions 2009

Please note time on calendar for all courses scheduled to allow for lecture and application.

Introduction to Keyboarding Layout of standard computer keyboards. Data keys (alpha keys/numeric keys), function keys, special keys (CTRL, SHIFT, ALT), Windows key, navigation keys, numeric keypad. Practice Mouse control and Keyboarding including how to use the internet and a sneak preview to MS Word 2007.

MS Word session 1 & 2 (2007) Introductory course includes: Setting up Your Word Environment, Text Basics, Editing Documents, Formatting Text ,Tables, Headers and Footers, Proofing a document (Prerequisite – Competent using the Keyboard and must attend both sessions).

Basic Employ Florida Resume An understanding how to set up, modify and insert information using the resume template or copy, paste and modify a Microsoft Word resume in Employ Florida. (Prerequisite: Mouse control, Keyboarding skills, internet skills).

Resume Writing Session 1 Presentation and discussion using as to the purpose of the resume, types, content, formatting, sentence structure, tips and guidelines. (Prerequisite: **competent** on Keyboard, familiar with jump drives and manipulating documents, ie: coping, formatting. Internet skills, GED or High School Diploma and **have completed a resume in Employ Florida**)

Resume Session 2 For those who have completed **Session 1** and need assistance in modifying an existing resume.

Ace The Interview Discussion on preparing for the interview, what happens during the interviewing including on how to answer some common and difficult questions; questions to ask; how to close; follow-up. Handouts included. **Pre-requisite**- copy of completed Employ Florida or MS Word resume.

Job Search Workshop Understand how to maximize your Job Search in the Employ Florida Marketplace website, learn how to navigate, use menu features. Great for the **first time user!** (Prerequisite –Basic Internet/Mouse Control skills)

Ready to Work An online Credential that allows job seekers to receive a personalized certificate, signed by Governor Charlie Crist. The Credential shows employers that a jobseeker has the fundamental skills needed to succeed on the job. Job seekers will take three online placement tests and if the job seekers need to build skills they can use the online Courseware from any computer, anywhere, anytime. Once completed will take three proctored Assessments to receive Florida Ready to Work Credential.

PREP Orientation Only for those who have received an appointment letter from Unemployment regarding the priority re-employment services.

Professional Placement Network

Are you a college graduate? Or Do you have 5 years or more experience or managerial level? Have you previously earned a salary of 32,000.00 or more? PPN offers your career transition services through workshop, networking, business partnerships and job referrals.

WIA Training Grant Orientation

The Workforce Investment Act (WIA) program offers a tuition grant for approved applicants. Click on the "Occupational Matrix" link found on www.yourworkforcesolutions.com to view a comprehensive list of training providers and covered courses. The WIA Orientation is an informational session to describe the training grant application process, required documentation and follow up procedures.

Sign up today! 1-866-482-4473 Ext.515