

## Computer Skills

Computer Skills	Keyboarding (Typing)	?	60+ hours
	Computer Fundamentals (Windows XP, Internet, World Wide Web, E-mail)	20 hours	
	Introduction to Word Processing (Microsoft Word)	20 hours	
	Introduction to Spreadsheets (Microsoft Excel)	20 hours	
Job Readiness	Workshops Career Planning Resume/Cover Letter/Thank You Letter Job Search/Job Applications Online Employment Sources Dress for Success Mock Interviews		5 hours
	One-on-one Coaching Sessions		3 - 5 hours
	Self-directed Job-search Activities		20 - 40 hours
Financial Education	Budgeting and Spending Saving and Investing Credit Reports and Credit Repair Credit Cards Money Traps		5 hours

job-placement/  
job-retention  
services  
are provided