

Computer Skills Curriculum

Computer Skills	Computer Fundamentals	20 hours	60 hours
	Introduction to Word Processing (Microsoft Word)	20 hours	
	Introduction to Spreadsheets (Microsoft Excel)	20 hours	
Job Readiness	Job Applications Resume and Cover-letter Writing Job-search Techniques Interviewing Techniques Mock Interviews Guest Speaker or Company Tour Career Planning On-the-job Communication Skills	4 hours	
Financial Education	Budgeting and Spending Checking and Savings Accounts Credit Reports and Credit Repair Responsible Use of Credit Saving for Retirement Home Ownership Identity Theft Public Benefit Programs	8 hours	
			72 hours

job-placement/
job-retention
services
are provided