

## Computer Skills + Literacy Curriculum

		Phase I	Phase II	Phase III		
		Preparation	Vocational Skills	Job Search		
Computer Skills	Instructor-led		Computer Fundamentals Introduction to Microsoft Word Introduction to Microsoft Excel 60 hours		120 hours	
	Self-paced		Activities/Applications/Skills Practice 60 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	
Literacy	Reading	√	√	√		
	Writing		√	√		
	Oral Presentation			√		
	Math	add, subtract, multiply, divide	fractions, decimals, %s	geometry		
Total		20 hours	50 hours	30 hours	100 hours	232 hours

job-placement/  
 job-retention  
 services  
 are provided