



Summer 2017 Learning Series

Tell Me Your Story...The Art of Resume Writing

June 13, 2017

12:00-1:00 p.m. (Lunch Provided)

Do you want your resume to showcase your talents and get you started in a new career? Join us and we will teach you how.

Computers 101 – What is a PC and How Does it Work?

June 15, 2017

3:00-4:30pm

This 90-minute workshop is for non-computer and novice users to learn about the fundamentals of a personal computer. Subjects covered include computer hardware components, input devices, output devices, operating systems, and application software.

PowerPoint 101 – An Introduction to Microsoft PowerPoint

June 29, 2017

3:00-4:30pm

This 90-minute workshop introduces participants to the Microsoft PowerPoint software. Subjects covered will include an exploration and navigation of PowerPoint, how to create, save, open, and print PowerPoint documents. How to insert graphics, pictures, and other items will also be covered.

Word 101 – An Introduction to Microsoft Word

July 6, 2017

3:00-4:30pm

This 90-minute workshop introduces participants to the Microsoft Word software. Subjects covered will include exploring and navigating Word, how to create, save, open, and print Word documents.

Text manipulation such as copying, pasting and deleting. How to use the spell and grammar checking tool, thesaurus, line spacing, and some other related topics.

Career “Happy Hour”: New Resume in Less Than an Hour!

July 11, 2017

12:00-1:00 p.m. (Lunch Provided)

Join us to receive specialized assistance on your resume!

Excel 101 – An Introduction to Microsoft Excel

July 20, 2017

3:00-4:30pm

This 90-minute workshop introduces participants to the Microsoft Excel software. Subjects covered will include exploring and navigating Excel worksheets and workbooks. A few basic formulas will be presented and how you can create your own. Other concepts such as autofill and creating, saving, opening, and printing Excel documents will be included.

Stress Management

July 26, 2017

3:00-4:00 p.m.

Learn how to reduce stress through techniques that can help calm the body and mind. Uncover the triggers to stress and learn strategies for dealing with them.

Ace the Interview

August 15, 2017

12:00-1:00 p.m. (Lunch Provided)

Do you get nervous before an interview? Not sure what to say or how to answer questions? Acing the interview is a key part to getting hired. In this session, we'll teach you how to master interview questions.

Lunch sessions by



Educational Opportunity Center

Afternoon taught by

