


JOB SEARCH COMPUTER WORKSHOPS

NOVEMBER 2009



Minnesota WorkForce Center-Anoka County
 1201 89th Avenue NE, Suite 235, Blaine, MN 55434
 763-783-4800 www.mnwfc.org/anoka

TR:I:\SHARE\CRC\Job Search Workshops Flyer November - Computer Classes.doc

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|---|---|
| 2 <div style="border: 1px dashed black; padding: 5px;"> <p>Microsoft Series @ ARCC Day 1 – Windows/Internet 6:00-8:00 p.m. (Main campus Room T227)</p> </div> | 3 | 4 <p>Microsoft Series, Blaine Day 1 – Windows/Internet 5:30-7:30 p.m.</p> | 5 <p>Microsoft Series, Blaine Day 2 – Word 5:30-7:30 p.m.</p> | 6 <p>Mousing Around for Job Seekers 9:00-11:00 a.m.</p> <p>Working With Word 11:30-1:30 p.m.</p> |
| 9 <p>Using MinnesotaWorks.net 2:30-4:30 p.m.</p> <div style="border: 1px dashed black; padding: 5px;"> <p>Microsoft Series @ ARCC Day 2 – Word 6:00-8:00 p.m. (Main campus Room T227)</p> </div> | 10 <p>Microsoft Series, Blaine Day 3 – Excel 5:30-7:30 p.m.</p> | 11 <p>VETERANS DAY <i>Offices Closed</i></p>  | 12 <p>Microsoft Series, Blaine Day 4 – PowerPoint 5:30-7:30 p.m.</p> | 13 <p>Working With Word 9:00-11:00 a.m.</p> <p>Emailing Resumes / Electronic Applications 11:30-1:30 p.m.</p> |
| 16 <div style="border: 1px dashed black; padding: 5px;"> <p>Microsoft Series @ ARCC Day 3 – Excel 6:00-8:00 p.m. (Main campus Room T227)</p> </div> | 17 | 18 | 19 | 20 <p>Mousing Around for Job Seekers 9:00-11:00 a.m.</p> <p>Emailing Resumes / Electronic Applications 11:30-1:30 p.m.</p> <p>December calendar released today at 7:30 a.m. Walk-ins will be served before phone calls.</p> |
| 23 <p>Using MinnesotaWorks.net 1:00-3:00 p.m.</p> <div style="border: 1px dashed black; padding: 5px;"> <p>Microsoft Series @ ARCC Day 4 – PowerPoint 6:00-8:00 p.m. (Main campus Room T227)</p> </div> | 24 | 25 | 26 <p>Thanksgiving Holiday <i>Offices Closed</i></p> | 27 <p>Thanksgiving Holiday <i>Offices Closed</i></p> |

Workshop Descriptions on back →

**REGISTER FOR THE FOLLOWING CLASSES IN THE RESOURCE CENTER
OR BY CALLING 763-783-4847.**

Computer classes are intended for job seeking participants to enhance their skills to produce an effective job search.

Mousing Around for Job Seekers

Practice mouse techniques and learn about the basics of Microsoft Word.

Using MinnesotaWorks.net

Learn how to use MinnesotaWorks.net to search for job openings, create and post your resume, and other features. You may bring your resume/job history with you.

Familiarity with the mouse is required! Please register on www.MinnesotaWorks.net before you attend the class!

Working With Word

Learn how to use Microsoft Word so you can format, edit, copy and paste a resume, and much more! ***Familiarity with the mouse is required!***

Emailing Resumes / Electronic Applications

Learn how to set up an email account so that you can email resumes. Practice applying for jobs using a sample on-line job application. ***Familiarity with the mouse is required!***

Microsoft Series, Blaine

Day 1 – Windows/Internet Day 2 – Word Day 3 – Excel Day 4 - PowerPoint

This course is tailored to the students' needs and understanding of computers. Participants will be allowed to take each class only once to give others an opportunity to attend. These classes are intended to be taken as a series, not individually.

Microsoft Series @ ARCC

Day 1 – Windows/Internet Day 2 – Word Day 3 – Excel Day 4 – PowerPoint

REGISTER: In the Resource Center or by calling 763-783-4847.

**LOCATION: Main campus at Anoka Ramsey Community College (2nd floor)
11200 Mississippi Blvd NW, Coon Rapids, MN 55433.**

For individuals with disabilities, upon request, the information in this flyer is available in alternative formats such as Braille, large print, audio tape and computer disk.
An equal opportunity employer and service provider.