



# Workforce Development Center



## Services Provided

# Fall Session 2011



The Workforce Development Center is a program of United Community Ministries and is funded in part by Fairfax County.

[www.ucmagency.org](http://www.ucmagency.org)



## Services & Fees

### Career Services

Resume Editing	\$ 15.00-\$ 35.00
Resume Creation	\$ 35.00

### Computer Classes

Computer Classes	\$ 25.00-\$ 95.00
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## CONTACT US TODAY

For Further information on costs and registration please call:

*Para más información, llame*

**(703) 360-9088**

Virginia Relay Number 711

Jessica Cordova	ext. 200
Kim Ashby	ext. 201
N'hawa Tangula	ext. 202
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## UNITED COMMUNITY MINISTRIES

**Workforce Office:**  
7842 Richmond Hwy,  
Alexandria, VA, 22306  
(703) 360-9088 EXT. 200

**Office Hours:**  
Monday—Thursday  
9:00am-6:00pm  
Friday 9:00am-5:00pm

**Main Office:**  
7511 Fordson Road,  
Alexandria, Virginia, 22306  
(703) 768-7106

## Class Schedule & Registration

Class	Instructor	Start Date	End Date	Sessions	Days	Time	Location	End Date To Register
ESL Class	Ms. Irma	09/12/11	11/14/11	10	Mondays	7:00PM-8:30PM	WDC	August 31
Basic EXCEL/AM	Ned Stone	09/20/11	10/27/11	12	Tues/Thurs	9:30AM-11:30AM	WDC	August 31
Intermediate EXCEL	Don Dickstein	09/22/11	10/18/11	8	Tues & Thurs	7:30PM-9:00PM	WDC	August 31
Basic Word	Jim Fisher	10/03/11	10/19/11	6	Mon & Wed	9:30AM-11:30AM	WDC	September

Keyboarding is always available !!!

**We NOW accept cash or credit cards.**

## Workforce Development Training

- English Classes
- \* Level one      Level two
- Keyboarding
- \* Beginners      Intermediate      Advance

\* You must be able to pass a typing test of 20 wpm and successfully pass a basic English test in order to register for these classes

- Basic Internet
- Word Basic
- Word Intermediate
- EXCEL Basic
- EXCEL Intermediate
- PowerPoint

## Computer Class Descriptions

### Microsoft Word Basic (9 hours)

Learn the basics of Microsoft Word.

- Navigate and access documents
- Use menus and toolbars
- Create, save, format, and print documents
- Retrieve recorded documents from drives and external media

### Microsoft Word Intermediate (9 hours)

Learn advance techniques in Microsoft Word.

- Apply your knowledge of basic MS Word to the next level
- Practice blocking, moving, copying, and deleting text
- Learn special formatting techniques for flyers and advertisements
- Create documents in columns
- Work with multi-page documents
- Create headers and footers

### PowerPoint (4 hours)

- Learn the basics of PowerPoint
- Create slides
- Add pictures, videos, and charts
- Learn to use special effects such as animation, color schemes, and work with design templates

### EXCEL Basic (16 hours)

Learn the basics of Excel spreadsheet software.

- Create worksheets
- Utilize formatting tools
- Develop Spreadsheets

### EXCEL Intermediate (16 hours)

Learn advanced techniques in Microsoft Excel software.

- Apply your knowledge of Excel basic spreadsheet
- Review navigation and file management in Excel
- Use formulas, with all mathematical and logical operations
- Use functions for data analysis
- Learn to insert Excel objects into other Office programs
- Use pictures, clip art, drawings, and textboxes

## Employer Services

- Applicant Screening
- Staffing Assistance
- Free Job Post
- Employee Training
- Much more...

## Employment Services

- One-on-one career counseling
- Job search tips and job leads
- Email account creation
- Resume and cover letter edit and creation
- Client are also educated on how to access a variety of resources

## English Classes Description

### English as a Second Language (ESL)

ESL class helps students learn English grammar, vocabulary, reading, listening, and communicating with other English speakers.

## Computer Class Descriptions

### Keyboarding (unlimited hrs)

Learn the basics of computer keyboarding in this easy to learn, independent self-study course.

### One-on-One Internet Tutoring

Learn the basics of Internet in this introductory course. Do online job applications. Must schedule in advance. (Every Wednesday)

### Basic Internet (8hrs)

Learn the basics of Internet in this introductory course.

- Gain basic computer skills
- Set up and use e-mail account
- Learn intermediate e-mail skills (attachments, spell check, draft)
- Job sites (searching, search agents, how to apply for jobs online)

## Workshops

- Resume Writing
- Job Interview
- Career Planning
- Dress for Success
- Budgeting

## Work Readiness Program

Earn a UCM Work Readiness Certificate by registering for our Youth or Adult Work Readiness Programs. Training provided but are not limited to the followings

- Effective Resume Writing
- Filling out Job Applications
- Volunteering and National Service
- Winning Interview Skills
- Work Etiquette
- Internship placement for youth