

# UCM's Workforce Development Center February-April 2010



## Computer & Business Courses

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

## Services & Fees

### Career Services

Resume Editing	\$15.00-\$25.00
Resume Creation	\$25.00

### Computer Classes

Computer Classes	\$ 25.00– 95.00
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### Business Course

Small Business	\$ 100.00 with \$25 REBATE upon completion of class
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**CONTACT US TODAY**



### Registration

Further information on costs and registration please call:  
*Para más información, llame:*

(703) 360-9088 Ext. 101

### UNITED COMMUNITY MINISTRIES

**Workforce Office:** 7842 Richmond Hwy,  
Alexandria, VA, 22306,  
(703) 360-9088 EXT. 101

**Office Hours:** Monday—Friday  
9:00am-12:00pm  
12pm-1:00pm CLOSED  
1:00pm –5:00pm

**Main Office:** 7511 Fordson Road, Alexandria,  
Virginia, 22306 , (703) 768-7106  
[www.ucmagency.org](http://www.ucmagency.org)

**NOW!  
REGISTER**

## Class Schedule & Registration

Class	Start Date	End Date	Days	Time	Instructor	Last Date Registration
Small Business 6 wks (Evening)	3/9/2010	4/13/2010	Tues	7:30pm-9:00pm	Gayle	Tuesday 3/2/2010
ABC's Computer Part 1 & 2 (Evening)	3/15/2010	3/23/2010	Mon & Tue	6:00pm-7:30pm	Nora	Tuesday 3/2/2010
Basic EXCEL (Morning)	3/16/2010	4/15/2010	Tues & Thurs	9:30am-11:30am	Ned	Tuesday 3/2/2010
English as Second Language (Afternoon)	3/21/2010	6/13/2010	Sunday	1:00pm-3:00pm	Tanisha	Tuesday 3/2/2010
Intermediate EXCEL (Evening)	3/30/2010	5/6/2010	Tues & Thurs	7:30pm-9:00pm	Shayla	Tuesday 3/2/2010

**CASH ACCEPTED**

**We Accept Major Credit Cards**



# Workforce Development Training

- English Classes for Beginners
- Keyboarding—Beginners

\* You must be able to pass a typing test of 20 wpm  
\* Successful pass a basic English test

- Computer ABC Part 1
- Computer ABC Part 2
- Word Basic
- Word Intermediate
- EXCEL Basic
- EXCEL Intermediate
- PowerPoint
- Outlook

## English Classes Description

### English as a Second Language

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

## Computer Classes 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. Online application's use. Must schedule in Advance. (Every Thursday) 1:30pm –4:30 pm

### Computer ABC's Part 1(4 hrs)

Learn the basics of Internet in this introductory course.

- Basic Computer Skills
- E-mail account
- Addressing your computer questions and providing answers

### Computer ABC's Part 2(4 hrs)

Learn the basics of Internet in this introductory course.

- Intermediate E-mail (attachments, spell check, draft)
- Job sites (searching, search agents, how to apply for jobs online)

## Computer Classes 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.

- Further practice on blocking, moving, copying, and deleting text
- Special formatting techniques for flyers and advertisements
- Creating documents in columns
- Working with multi-page documents
- Creating headers and footers
- Creating complex charts
- Using special toolbar icons

### PowerPoint (4 hours)

Learn the basics of PowerPoint

- Add text and new slides
- Add pictures, videos, and charts
- Special effects such as animation, color schemes, and working with design templates

### EXCEL Basic (16 hours)

Learn the basics of the Excel spreadsheet software.

- Worksheets
- Formatting
- Retail Spreadsheets
- Creating and working with charts

### EXCEL Intermediate (16 hours)

Learn advance techniques in Microsoft Excel soft ware.

Apply your knowledge of basic Excel spread sheet to the next level.

- Review of navigation and file management in Excel
- Formulas, with all mathematical and logical operations
- Functions for data analysis
- Inputting data from non-Excel files
- Inserting Excel objects into other Office programs
- Controlling all elements of charts
- Use of pictures, clip art, drawings, and textboxes

## Business Course Descriptions

### Business Course (15 hours)

Learn the basics on how to jump start your business

- 6 weeks

Develop a Business Plan

- Create marketing and price strategies for this economy
- Learn how to manage financial statements, cash flow and taxes
- Discover how to register for business licenses
- Much more...

## Workshops

### Resume (1-2 hours)

Learn how to write your resume, the three different resume styles Chronological, Functional and Combination and find out which resume style best suits your skills and abilities.

### Job Interview (1-2 hours)

Learn how to sale your self, emphasize your skills, overcome objections and motivate the interviewer to hire you.

## Internship/Volunteer

A mutually beneficial partnership between a client and an employer. This partnership combines creative talent with a well structured, mentored, and meaningful work experience relating to the participant's career interests.

Partnership:

- Good Shepherd Catholic Church
- United Community Ministries

## Work Readiness Certificates

Earn a Work Readiness Certificate by completing 60 hours

- English in the workplace
- Computer ABC Part 1
- Computer ABC Part 2
- Word Basic
- Word Intermediate
- EXCEL Basic
- EXCEL Intermediate
- Publisher
- Outlook
- Resume Workshop
- Interview Workshop