

“Career preparation plus community networking equals successful employment.”

2018 TRAINING COURSES

Digital Readiness Training

2 Weeks (M –F 8:30am–4:00pm)

- Computer & Printer Basics
- Operating Systems Software
- Internet Usage & Safety
- Online Applications
- File Management

IT Fundamentals Training

2 Weeks (M –F 8:30am–4:00pm)

- Basic IT Literacy
- Software & Hardware
- Networking
- Computer & Web Security
- Backup Basics & Support Concepts



Workplace Computer Skills

4 Weeks (M –F 8:30am-4:00pm)

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Office 365 & G-Suite

Computer Support Tech

4 Weeks (M –F 8:30am–4:00pm)

Preparation for A+ Certification Exam through CompTIA

- Multimedia & Mobile Computing
- Printers & PC Security
- Input, Output, Video & Printing Devices
- Hands-on Experience with PC Support, Refurbish, & Repair

ALL CLASSES REQUIRE PRE-REGISTRATION

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2018 TRAINING COURSES

Career Readiness Training

4 WEEKS

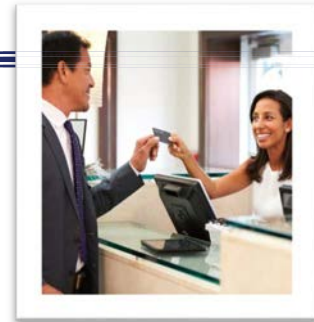
(Select Wed. & Fridays 8:30am-1:00pm)

- Job Preparation Class, Matching Skills & Interests with Occupations
- Interviewing Skills, Techniques & Job Search Strategies
- Mock Interviews
FREE Interviewing Outfit Provided

Hospitality Training

4 WEEKS (M-F 8:30am-4:00pm)

- Front Desk Representative
- Guestroom Attendant
- Banquet/Restaurant Server
- Introduction to Management



Forklift/Material Handling Operation Training

3 Weeks (Sat. Only 8:00am-4:00pm)

- Hands-on Forklift Driving Experience
- Sit down & Stand-up Forklift
- Clamp Truck & Steel Drum Grabber
- Forklift Safety & Operating Principles
- **Registration Fee—\$35**



GED Prep Classes:

Mondays, Tuesdays
 & Thursdays (1:00pm-3:30pm)

Private Security Unarmed

2 Weeks (M-F 5:30pm-9:30pm)

- CLEET Phase I & Phase II (UNARMED ONLY)
- **Registration Fee—\$75**

Private Security Continuing Education

- AM/PM Saturday Classes (AM 8:00am-12:00pm) OR (PM 1:00pm-5:00 pm)
- 4 hour classes—**\$25 Registration Fee Each Class**
- Qualifies for CLEET’s Continuing Education requirement—Various topics



ALL CLASSES REQUIRE PRE-REGISTRATION