2023 Course Calendar

WORKPLACE SUCCESS STRATEGIES TRAINING

Workplace expectations; core computer skills; professional communication; health and safety in the workplace; applied math; MS Word and Excel; email etiquette; internet for job search, financial literacy; relationship building; goal setting; prioritizing and time management. Benchmark Portal Customer Service Certification. *Test out option available.

BUSINESS AND COMPUTER APPLICATIONS TRAINING

Intermediate level training in Microsoft Office 2019, advanced customer service, effective communication, job seeking skills and Individualized job search, building business relationships, cover letter and résumés. *Prerequisites: Completion of Workplace Success Strategies or test out.

HEALTHCARE TECHNICIAN TRAINING


COMPUTER TECHNICIAN TRAINING

Prep for and administration of the CompTIA A+ Essentials and the CompTIA A+ Practical Examinations. *Prerequisites: Complete Workplace Success Strategies, Business and Computer Applications

TRAININGS TAKE PLACE AT:
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