



## America At Work Course Curriculum

### **COMPUTER BASICS**

This is intended to introduce you to the computer and to help you become more efficient in using the computer. It will teach the basics of keyboard use, typing, and program navigation to motivate you to use the computer independently. 10 hours

### **INTERMEDIATE COMPUTER SKILLS**

Participants in this course will be introduced to Microsoft Word, how to download a file, saving documents, and creating new folders. The skills that will be taught in Microsoft Word are, letter writing, creating envelopes and mailing labels, inserting graphics, and printing documents. Also included is how to use the internet; Web Site Searches, Use of Search Engines for Job Search and Company Information. Learn how to complete applications on line and how to attach a resume and cover letters. Learn to set up email accounts and basic computer security 25 Hours

### **ADVANCED MICROSOFT OFFICE**

Microsoft Office Standard is essential software suite for small businesses that enabled you to quickly and easily create great documents, spreadsheets, and presentations, and manage e-mail. Student will learn commands, enhanced graphics and formatting which will enable you to create high-quality presentations. Hours varied

### **MICROSOFT ACCESS**

Access is a relational database management system that allows you to create customized systems. Data base management and proprietary programs can be created using Access as the bases. You will learn how to navigate through the program and familiarize yourself with the program. 35 hours

### **MICROSOFT EXCEL**

Excel is a spreadsheet program with an intuitive interface. It is the dominate spreadsheet application for both business and home use. 25 hours

### Jobs in Management Information Systems and Computer Science

#### Job Titles

- Computer Engineer
- Computer Graphics Specialist
- Computer Peripheral Equipment Specialist
- Cryptographer
- Data Processing Specialist
- Computer Sales Representative

Additional Job Titles Included as an Attachments to Curriculum

**America at Work, Inc**  
**916-368-1229**  
**3665 Bleckely Suite 101 Mather CA 95655**



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### **JOB READINESS**

This course allows participants to develop resumes, write cover letters, and to increase those computer skills required to enter the world of work. Participants will also learn **how** to fill out a job application and to learn to surf the web how to use the internet to look for a job, but how to locate job fairs, work with staffing agencies, how to network and how to dress as well as read critical language in job listings and integrate that into a master resume. Learn how to write a resume and cover letter, strategies and guidelines used and types of resumes. Also how to write an effective cover letter using transferable skill sets. Interviewing tips will be taught, the hiring process and how to determine what the employer is looking for. Learn types of interview, how to prepare for an interview, and how to close an interview. 25 hours

### **FUNTIONAL SKILLS FOR INDEPENDENCE**

This provides an opportunity to increase participants' knowledge of functional reading skills which are useful in community and work place environments. Participants will use special software to learn to read survival signs, employment words, safety signs and information signs and words.  
Hours Vary Depending on needs of Client

### **LIFE SKILLS COURSE PERSONAL, VOCATIONAL, SOCIAL SKILL TRAINING**

The major focus of vocational training programs is to teach people the skills necessary to accomplish job tasks. However, "life skills" are just as necessary for job success. Life skills constitute a continuum of knowledge and aptitudes that are necessary for a person to function independently (Brolin, 1989) and to avoid interruptions of the employment experience. When one considers all of the skills that go into maintaining a job, it becomes clear that life skills are as important as job skills. Prior to going to work, a person must figure out what to wear, wash up, figure out what He is going to eat at breakfast and lunch, and make sure He has transportation to get to work on time. Once at work, He needs to interact appropriately with her co-workers and supervisor, handle problems appropriately, and understand her paycheck. He needs to know how to budget that money wisely, and engage in healthy, enjoyable activities outside of work. Major skill deficits in one or more of these areas could result in loss of job and require further training at a community rehabilitation program. Without the resources to teach a person life skills, further job skill training could be a wasted effort. Hours Vary Depending on Needs of Client

### Jobs Training Leads into Special Education

- Career Counselor
- Congressional Aide
- Employee Assistance Administrator
- Interviewer
- Juvenile Court Caseworker

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