

To qualify for free classes attend our **FREE** informational meeting and test your skill level.

Job Skills Readiness Series

Resume Writing
Better Business Writing
Reading
Math
World of Computers
Windows Vista
Publisher 2007
Computing Fundamentals
Key Applications
Living Online

NEW!

WebCam Recorded Job Interviews

Classes offered at these locations:

**Keokuk, Ft. Madison,
Mt. Pleasant, & Burlington**

Registration is required.

Stop in or call the
**Iowa Workforce
Development Center**

800-642-4032
"PRESS" 0

Iowa Workforce
Development Center

1000 N. Roosevelt Ave.
Burlington, IA 52601

800-642-4032 press "O"

Get your Career Back on Track!



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Workshops

► Resume Writing

The job market has changed dramatically. Let WinWay Resume Deluxe give you the edge you need by helping you build the perfect resume in 3 easy steps. Includes such things as the exclusive RESUME AUDITOR® that checks for 100+ common mistakes. Provides you with over 116,000 JOB -WINNING PHRASES™

► Better Business Writing

Get the critical skills to improve your spelling, punctuation style, and create persuasive and more effective letters. Ten key techniques for effective communication will help you grow more confident in expressing yourself clearly. Good business writing is as important as ever. Being able to recognize problems, avoid redundancies, and define your communication goals are all critical factor for writing.

► Reading

This addresses skills required to read and understand the kinds of documents used in the workplace, and to apply the information they contain in performing job tasks. Specifically, the Reading for Information skill scale includes the ability to: identify the main theme and supporting points in a document; accurately define words and technical terms; follow instructions by sequencing and generalizing information; and to use logic and reason to understand the purposes for the document.

► Math

This program is designed to help individuals solve math-related problems in the workplace and at home. Things such as balancing a checkbook, computing the tax on a sale, ordering materials, calculating cycle time, budget planning or reporting, and selecting the best buy from a range of options.



► World of Computers: Silver Series

Silver Series titles are the easiest path to mastery of computer concepts and skills available anywhere. Designed to self-paced learning, these texts make acquiring new skills simple and straightforward for students of any age and with little or no computer experience.

► Windows Vista

This series teaches the core features of Windows Vista. Students will learn how to use the Start menu, move and resize windows and folders, and perform content searches. They will also create shortcuts, change system settings and surf the Web with Internet Explorer 7.

► Publisher 2007

Teaches the core features of Publisher 2007. Learn to create and edit publications, arrange text and master pages, and create and format tables. They will also learn how to flow text across text facing-pages layout, export publications to PDF, and prepare publications for commercial pre-Certblaster and pre- and post-assessment software.

Classes begin every few weeks!

NEW!

► WebCam Recorded Job Interviews

Featured by such media as *Fox Business News*, the *Philadelphia Business Journal*, *Newsday*, and more company's trademark technology offers candidates the opportunity to review, retry and reconsider their skills before going on real interviews. Additionally, their products provide employers with a streamlined progressive recruiting tool, offering more choices in how and when interviews are executed and where their delivered—optimizing the job search process, saving companies and candidates' time and money, and reducing their carbon imprint.

IC³ Global Standard 3 Certification

Comprises three individual examinations: Computing Fundamentals, Key Applications, and Living Online.

Demand for computer and database professionals is expected to increase much faster than all other occupations (37%) through 2016. Fueling this demand is the growth of information networking, the expansion of client-server environments, and the need for computer specialist to use their knowledge and skills in a problem-solving capacity (Source: Bureau of Labor Statistics)



► Computing Fundamentals

This examination covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology.

► Key Applications

This examination covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.

► Living Online

This examination covers skills for working in an Internet or networked environment and maximizing your communication, education, collaboration and social interaction in a safe and ethical way.