




ELTC CLASSES

DISCOUNTS OF UP TO 90% AVAILABLE BASED ON INCOME—ASK US!

<p>Winter 2012</p> <p>Session Dates: 1/23/12–3/16/12</p> <p>JobReady Orientation: 1/18/12 9:00am</p>	<p>GED Classes 2012</p> <p>Session Dates: Starts 1/03/12</p> 
<p>“Must Have” Computer Skills (8 weeks)</p> <p>Dates: 1/24/12 – 3/15/12</p> <p>Provides hands-on training with basic computer skills, including: email; the Internet; creating, editing, and saving documents; and basic PC security.</p> <p>Days: Tues, Thurs Room: 4</p> <p>Time: Class 2:00pm–4:00pm Instructor-supported Lab 1:00pm–2:00pm</p> <p>\$295 + \$10 materials</p>	<p>GED Preparation—English</p> <p>Dates: Ongoing</p> <p>Prepares students to take the GED test and/or improve job performance. Writing and reading comprehension are the primary skills taught in this course. GED subject areas include: English, Science, and Social Studies.</p> <p>Days: Mon, Wed Room: 2</p> <p>Time: 12:30pm–2:30pm</p> <p>\$10 per month or \$30 per semester</p>
<p>QuickBooks (8 weeks)</p> <p>Dates: 1/24/12 – 3/15/12</p> <p>An introduction to QuickBooks covering: setting up a new company, working with accounts, tracking orders, generating invoices, and entering/paying bills.</p> <p>Days: Tues, Thurs Room: 3</p> <p>Time: 6:00pm–8:00pm</p> <p>\$480 + \$20 materials</p>	<p>GED Preparation—Advanced English</p> <p>Dates: Ongoing</p> <p>Prepares students to take the GED test and/or improve job performance. Writing and reading comprehension are the primary skills taught in this course. GED subject areas include: English, Science, and Social Studies.</p> <p>Days: Tue, Thurs Room: 2</p> <p>Time: 12:30pm–2:30pm</p> <p>\$10 per month or \$30 per semester</p>
<p>Microsoft Office—The Big 4 (6 weeks)</p> <p>Dates: 1/23/12 – 3/2/12</p> <p>Provides in depth, hands-on experience working with Microsoft Office 2010: Word, Excel, PowerPoint, and Outlook.</p> <p>Days: Mon, Wed, Fri Room: 4</p> <p>Time: Class 2:00pm–4:00pm Instructor-supported Lab 1:00pm–2:00pm</p> <p>\$295 + \$10 materials</p>	<p>GED Preparation—Math</p> <p>Dates: Ongoing</p> <p>This class covers the range of math topics covered on the GED exam, and is geared toward preparation for the GED, leading to successful entry into post-secondary education or job advancement.</p> <p>Days: Mon, Wed Room: 2</p> <p>Time: 10:00am–noon</p> <p>\$10 per month or \$30 per semester</p>
<p>Medical Terminology (8 weeks)</p> <p>Dates: 1/24/12 – 3/15/12</p> <p>Provides foundation for most medical classes with valuable knowledge of terms associated with anatomy, body functions, diagnosis, procedures, spelling, and pronunciation.</p> <p>Days: Tues, Thurs Room: conference room</p> <p>Time: 1:30pm–4:00pm</p> <p>\$400 + \$45 materials</p>	<p>For more details, please visit, call, or email!</p> <p>ELTC</p> <p>401 Linden Street Fort Collins, CO 80524 970-482-4357 info@eltcenter.org www.eltcenter.org</p>

JOBREADY AT ELTC



Are you looking for employment?

Wanting to learn new work skills?

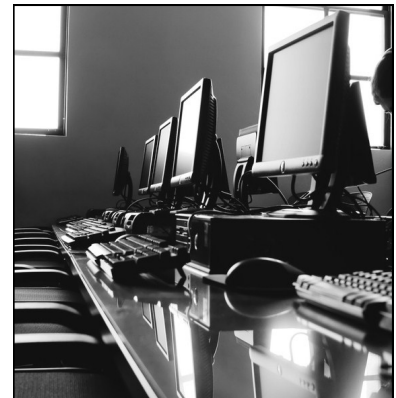
Needing help with résumé, cover letters, and interviewing?

Learn secrets that will make you stand out to an employer!

JobReady is a 16-week program that builds critical technology proficiency while reinforcing workplace literacy and job-readiness skills.

COMPONENTS OF JOBREADY

- Orientation/pre-assessment
- Individual learning plan
- Computer, Allied Health, and literacy courses
- Résumé writing, interviewing, and workplace skills
- Access to tutors and advice from employers
- Assistance in accessing Workforce Center resources



END RESULT

Students leave the program with tangible takeaways, including:

- Résumé and cover letter documents
- Technical skills to create, format, and send documents electronically
- Objective measures of workplace skills via KeyTrain, CareerReady Colorado Certificate, and Prove IT!
- Workplace computer skills
- Understanding of resources provided by the Workforce Center
- Potential for participation in competitive internships

Call ELTC at 970-482-4357 to talk about how we can help you!