

February 2020 Class Schedule at WeLIFT Job Search Center

Excel: Create a spreadsheet or brush up on skills. Must be committed to both sessions.

Prerequisites for Class: Basic Computer Skills and Microsoft Word

Session I: Tues., February 4th 5:30 p.m. to 8:00 p.m.

Session II: Tues., February 11th 5:30 p.m. to 8:00 p.m.

Email Basics: Email basics for the PC, includes How to get there: What do I need to access the internet? What is an ISP? A browser? How do I log in? I'm there, what do I do now? Read, write, send, attach and all the fun stuff. What security steps do I need to take? Tips on getting organized. Please have your email username and password with you for class. If you need help setting up an account, please see WeLIFT staff prior to class date. We will not be covering email for mobile devices.

Wed., February 12th 5:30 p.m. to 7:30 p.m.

Microsoft Word Basics: From resumes to cover letters, most professional letters start with a Word document. Learn to create, format, copy and paste, and save documents.

Wed., February 19th 5:30 p.m. to 7:30 p.m.

Electronic Job Search: Explains the process of how to apply online, upload resumes, and use job search sites to your best advantage. Participants are encouraged to bring a flash drive or have access to their resumes electronically.

Wed., February 26th 5:30 p.m. to 7:30 p.m.

Please call (515) 962-5017 to register for classes.

All classes and services are FREE and designed for hands-on learning.

Please sign up for classes at least two weeks prior to class date.

You are invited to re-take classes as often as you like.

Employment opportunities are from a variety of sources and represent a few of the openings in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search.

WeLIFT Job Search Center

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weliftjobsearch@gmail.com

Office Hours: Tuesdays, Wednesdays & Thursdays 9-3 Mon. – Thurs. evenings by appointment

"Empowering unemployed and underemployed individuals to achieve economic self-sufficiency."