

# North Central Region February 2012



To register: Call 860-256-3673

**\*Online Learning: Computer Literacy/Online Classroom- DROP IN**

DATE	WORKSHOP/EVENT	DAY
1	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	WED
2	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) New Britain Jobs Funnel Orientation (New Britain, 10:00am)	THURS
3	Online Learning (New Britain, 9:00am - 3:00pm) Hartford Jobs Funnel Orientation (Veeder Place, 10am-12pm)	FRI
6	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	MON
7	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) Breaking Into The High Tech Workforce (Hartford, 10:00am - 12:00pm)	TUES
8	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	WED
9	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) New Britain Jobs Funnel Orientation (New Britain, 10:00am)	THURS
10	Online Learning (New Britain, 9:00am - 3:00pm) Hartford Jobs Funnel Orientation (Veeder Place, 10am-12pm)	FRI
13	<b>CLOSED</b>	MON
14	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) Day 1: Beginning Computer Skills (Enfield, 1:00pm – 4:30pm)	TUES
15	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) Day 2: Beginning Computer Skills (Enfield, 1:00pm – 4:30pm)	WED
16	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) New Britain Jobs Funnel Orientation (New Britain, 10:00am) Day 3: Beginning Computer Skills (Enfield, 1:00pm – 4:30pm)	THURS

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17	Online Learning (New Britain, 9:00am - 3:00pm) Hartford Jobs Funnel Orientation (Veeder Place, 10am-12pm)	FRI
20	<b>CLOSED</b>	MON
21	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	TUES
22	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	WED
23	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) New Britain Jobs Funnel Orientation (New Britain, 10:00am) Day 1: Beginning Computer Skills (MCC, 9:00 – 12:30pm)	THURS
25	Day 2: Beginning Computer Skills (MCC, 9:00 – 12:30pm)	SAT
24	Online Learning (New Britain, 10:00am - 3:00pm) Breaking Into The High Tech Workforce (New Britain, 10:00am - 12:00pm) Hartford Jobs Funnel Orientation (Veeder Place, 10am-12pm)	FRI
27	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm) Day 3: Beginning Computer Skills (MCC, 9:00 – 12:30pm)	MON
28	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	TUES
29	Online Learning (Hartford, 8:30am - 4:00pm) Online Learning (New Britain, 9:00am - 3:00pm)	WED

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# Course Descriptions

## Online Learning includes:

### Computer Literacy Classroom

- A drop-in computer classroom designed to assist clients with basic computer skills necessary for the job search
- Self-paced tutorials, clients can learn or increase their skills in the following areas: using the mouse, typing and keyboard knowledge, internet, email and Microsoft Office applications
- No pre-registration is necessary

### On Line Classroom

- A drop-in internet connected classroom designed to assist clients with job search skills
- Participants will complete at least one of the interactive SiMentor online courses: Making the Web Work for You, How to Ask for Help at Work, Targeted Job Search for Ex-Offenders, Positive Criticism, Got an Interview and Disability Disclosure: Making the Decision
- No pre-registration is necessary

### "Now You Know" (or Techno Ten)

- Twice a day a new computer or job search topic will be presented
- These ten minutes presentations are a great opportunity to improve your skills

## Breaking Into the High-Tech Workforce

- A two hour workshop is an introduction to the services available to CT Works customers through the CT STEM (Science, Technology, Engineering, and Math) & Jobs project and the SMART (Skills in Manufacturing and Related Technologies)
- The focus of the workshop is the "high-tech" job market in Connecticut including engineering, manufacturing, information technology, evolving 'green' jobs, and others
- Topics covered include recent trends in the high-tech job market, training opportunities through the STEM and SMART grants and other providers, financial aid opportunities, and an introduction to various other resources
- Both advisors are available for one to one meetings by appointment after the workshop