



Austin Area Urban League, Inc.

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Essential Office Skills 2009 Schedule

A six-week **job readiness training** session held Monday - Thursday, 8:00am - 3:30pm. EOS prepares people through intensive, hands on training in basic computer technology, and also provides the necessary tools for job placement. Students will acquire the knowledge necessary to work with **Microsoft Office 2003**, which includes **Word, Excel, PowerPoint, Access, Hotmail, and basic Internet navigation**. Students must bring the following required documents to Orientation: Birth Certificate, Social Security Card, Photo ID, Proof of Income, and Proof of residency (must be Travis County resident or surrounding Austin City limits.) **All interested participants must complete one day of orientation prior to attending class.**

Course Schedule	Orientation Dates	Start Date	End Date
EOS – Session 1	1/12/09 – 1/15/09	1/20/09	2/26/09
EOS – Session 2	2/23/09 – 2/26/09	3/2/09	4/9/09
EOS – Session 3	4/13/09 – 4/16/09	4/20/09	5/28/09
EOS – Session 4	6/1/09 – 6/4/09	6/8/09	7/16/09
EOS – Session 5	7/20/09 – 7/23/09	7/27/09	9/3/09
EOS – Session 6	9/8/09 – 9/10/09	9/14/09	10/22/09
EOS – Session 7	10/26/09 – 10/29/09	11/2/09	12/10/09

Possible Evening (EOS) Essential Office Skills Classes coming soon.