



Austin Area Urban League, Inc.

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Evening Essential Office Skills 2009 Schedule

An eight-week evening **job readiness training** session held Tuesday - Thursday, 6:00pm - 9:00pm. 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 1E	1/12/09 – 1/15/09	1/20/09	3/12/09
EOS – Session 2E	2/23/09 – 2/26/09	3/17/09	4/30/09
EOS – Session 3E	4/13/09 – 4/16/09	5/6/09	6/25/09
EOS – Session 4E	6/ 1/09 – 6/ 4/09	6/30/09	8/20/09
EOS – Session 5E	7/20/09 – 7/23/09	8/25/09	10/15/09
EOS – Session 6E	9/8/09 – 9/10/09	10/20/09	12/10/09