





888.487.2700

Do you feel unprepared to join today's technology-heavy work force because you consider yourself to be clueless when it comes to basic computer and business skills?

Do you need training on today's most respected and professionally used software?

If so, the State Library of Louisiana, in partnership with Louisiana's public libraries, stand ready to help get you up to speed. If you are at least 16, this message is for you!

FREE Hands-on Training at your St. Charles Parish Library

www.myscpl.org

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Software	Training*	(a) the East	Regional	Library
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Friday	5/4	MS Excel	Level 1
Friday	5/18	MS Excel	Level 2
Monday	5/21	Adobe Photoshop (2-day class)
Tuesday	5/22	Adobe Photoshop (2-day class)
Monday	6/11	MS Excel 2010	Level 3

Job Skills/Soft Skills Training @ the East Regional Library

Tuesday	4/24	Home Wireless Set-up
Thursday	5/24	Business Writing (2-day class)
Friday	5/25	Business Writing (2-day class)
Friday	6/8	Business Etiquette

Register in advance. Ask for help from any staff member, or just go to www.lajacc.org/training or call 888-487-2700. Complete schedule and information is online at this website, which is a terrific one-stop shop portal for job hunters.

> *Software Training is presented by MS Gold Certified Partner trainers and funded through a Broadband USA grant as part of the American Recovery and Reinvestment Act.

STATE LIBRARY OF LOUISIANA

701 North 4th Street • Baton Rouge, LA 70802-5232 • P.O. Box 131 (70821-0131) TELEPHONE: (225) 342-4923 • FAX (225) 219-4804 • WWW.STATE.LIB.LA.US



LOUISIANA LIBRARIES: CONNECTING PEOPLE TO THEIR POTENTIAL





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Software Training* @ the East Regional Library

Thursday	6/14	Adobe Photoshop (2-day class)
Friday	6/15	Adobe Photoshop (2-day class)
Monday	6/25	Adobe Acrobat 9 Pro (2-day class)
Tuesday	6/26	Adobe Acrobat 9 Pro (2-day class)
Saturday	6/30	MS Word 2010 Level 3
Friday	7/6	MS PowerPoint 2010 Level 1
Thursday	7/12	MS PowerPoint 2010 Level 2

Job Skills/Soft Skills Training @ the East Regional Library

Tuesday	6/19	Train the Trainer Primer
Wednesday	7/18	Business Skills: Public Speaking
Monday	7/30	Home Wireless Set-up

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