

Basic Computer Concepts and Resume Construction	Students will learn about the basics of what makes up computer hardware and software. Also, students will learn how to create an ATS compatible cover letter and resume.
Introduction to Computing Basics: Operating Systems	In this digital education session, students will learn about what an operating system is and how it acts as the “heart” of your digital device.
How to Guarantee a Successful Virtual interview	In this professional development class session, students will learn how to answer interview questions with confidence and self-assuredness because they will learn how to use the virtual format to their advantage.
The Ins’ & Outs’ of Email	Basic and intermediate email concepts such as creating the email text, signature, and receiving/ sending emails will be discussed. Also, students will learn how to use other email tools that will help with networking in terms of job searches and securing employment opportunities.
How to Submit Your Resume & On-line Application	Learn how to upload documents such as a cover letter and resume to a company employment site while at the same time you will learn how to complete online applications .
Internet Research Concepts: How to Perform an Effective Job Search	Receive training in how to conduct an effective job search by identifying job sites that post jobs in keeping with your employment skills and education level. Students will do job searches on sites such as <a href="http://www.npo.net">www.npo.net</a> , <a href="http://itsmycareer.com">itsmycareer.com</a> , and <a href="http://www.indeed.com">www.indeed.com</a> to name a few.
MS Office: MS Word	Take a tour through the most used software in the MS office Suite. Students will receive coaching in how to use the Quick Access Toolbar, the Ribbon, how to create and format a document, and how to edit and save your work.
Succeeding at Employment Assessments: MS Word	<b>Prepare to ace your MS Word assessment and stand out in a field of potential candidates. Learn how to succeed in answering multiple choice questions about Word and carry out MS Word tasks by completing practice assessments on the Imocha website.</b>
Succeeding at Employment Assessments: MS Excel	<b>Prepare to “excel” at your MS Excel assessment and stand out in a field of potential candidates. Learn how to succeed in answering multiple choice questions about Excel and carry out MS Excel tasks by completing practice assessments on the Imocha website.</b>

# february



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# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1 February	2 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	3 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	4 How to Submit Your Resume & On-Line Application 10:00 am/ 2:00& 6:00 pm	5	6/7
8	9 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	10	11 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	12	13/14
15 CLOSED: PRESIDENT'S DAY	16 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	17	18 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	19	20/21
22	23 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	24 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	25 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	26	27/28
1 March	2 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	3 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	4 How to Submit Your Resume & On-Line Application 10:00 am/ 2:00& 6:00 pm	5	6/7
8	9 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	10	11 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	12	13/14

# march



2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1 March	2	3	4	5	6/7
8	9	10	11	12	13/14
15	16 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	17	18 Internet Research Concepts: How to Perform An Effective Job Search 10:00 am/ 2:00 & 6:00 pm	19	20/21
22	23 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	24	25 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	26	27/28
29	30 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	31 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	1 April Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	2	3/4
5	6 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	7	8 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	9	10/11

# april

# 20 years!

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# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
29 March	30	31	1 April	2	3/4
5	6	7	8	9	10/11
12	13 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	14	15 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	16	17/18
19	20 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	21 Internet Research Concepts: How to Perform An Effective Job Search 10:00 am/ 2:00 & 6:00 pm	22 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	23	24/25
26	27 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	28 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	29 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	30	1/2 May
3 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	4 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	5	6 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	7	8/9

# may

# 20 years!

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# 2021

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAT/SUN

26 April

27

28

29

30

1/2 May

3

4

5

6

7

8/9

10

11

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

12

13

How to Submit Your  
Resume and On-Line  
Applications  
10:00 am/ 2:00 & 6:00 pm

14

15/16

17

18

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

19

How to Guarantee a  
Successful Virtual  
Interview  
10:00 am/ 2:00 & 6:00 pm

20

Internet Research Concepts:  
How to Perform an Effective  
Job Search  
10:00 am/2:00 & 6:00 pm

21

22/23

24

25

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

26

The Ins' & Outs" of E-  
mail  
10:00 am/ 2:00 & 6:00 pm

27

Introduction to Computing  
Basics: Operating Systems  
10:00 am/ 2:00 & 6:00 pm

28

29/30

31

OFFICE CLOSED:  
MEMORIAL DAY

1 June

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

2

3

How to Submit Your  
Resume and On-Line  
Applications  
10:00 am/ 2:00 & 6:00 pm

4

5/6

# june

# 20 years!

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# 2021

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAT/SUN

31 May

1 June

2

3

4

5/6

7

8

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

9

10

How to Guarantee a  
Successful Virtual  
Interview  
10:00 am/ 2:00 & 6:00 pm

11

12/13

14

15

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

16

Introduction to Computing  
Basics: Operating Systems  
10:00 am/ 2:00 & 6:00 pm

17

Internet Research Concepts:  
How to Perform an Effective  
Job Search  
10:00 am/2:00 & 6:00 pm

18

19/20

21

22

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

23

The Ins' & Outs" of E-  
mail  
10:00 am/ 2:00 & 6:00 pm

24

How to Guarantee a  
Successful Virtual  
Interview  
10:00 am/ 2:00 & 6:00 pm

25

26/27

28

29

Basic Computer Concepts  
and Resume Construction  
10:00 am/2:00 & 6:00 pm

30

1 July

2

3/4

5

6

7

8

9

10/11

# july

# 20 years!

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# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 June	29	30	<b>1 July</b> MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	2	3/4
5 OFFICE CLOSED 4 <sup>th</sup> of July - Observance	6 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	7	8 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	9	10/11
12	13 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	14 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	15 MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	16	17/18
19	20 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	21	22 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	23	24/25
26	27 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	28 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	29 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	30	31/1 August
2	3	4	5	6	7/8



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# august

# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
26 July	27	28	29	30	31/1 August
2 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	3	4 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	5 How to Succeed at Employment Assessments: MS Excel 10:00 am/ 2:00 & 6:00 pm	6	7/8
9 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	10	11 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	12 How to Succeed at Employment Assessments: MS Word 10:00 am/ 2:00 & 6:00 pm	13	14/15
16 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	17	18 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	19 How to Succeed at Employment Assessments: MS Excel 10:00 am/ 2:00 & 6:00 pm	20	21/22
23 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	24	25 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	26 How to Succeed at Employment Assessments: MS Word 10:00 am/ 2:00 & 6:00 pm	27	28/29
30 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	31	1 September	2	3	4/5



# september



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# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
30 August	31	<b>1 September</b>  MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	2  How to Succeed at Employment Assessments: MS Excel  10:00 am/ 2:00 & 6:00 pm	3	4/5
6  Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	7	8  Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	9  MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	10	11/12
13  Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	14	15  How to Submit Your Resume and On-Line Applications  10:00 am/ 2:00 & 6:00 pm	16  MS Office: MS Word  10:00 am/ 2:00 & 6:00 pm	17	18/19
20  Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	21	22  How to Guarantee a Successful Virtual Interview  10:00 am/ 2:00 & 6:00 pm	23  How to Succeed at Employment Assessments: MS Word  10:00 am/ 2:00 & 6:00 pm	24	25/26
27  Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	28	29  The Ins' & Outs' of E- mail  10:00 am/ 2:00 & 6:00 pm	30  MS Office: MS Word  10:00 am/ 2:00 & 6:00 pm	1 October	2/3
4	5	6	7	8	9/10

# october

**20**  
years!

*Building. Believing. Beginning.*  
The North Las Vegas Employment Network  
Sweet Beginnings LLC

2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
27 September	28	29	30	1 October	2/3
4 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	5	6 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	7 MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	8	9/10
11 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	12	13 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	14 How to Succeed at Employment Assessments: MS Word 10:00 am/ 2:00 & 6:00 pm	15	16/17
18 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	19	20 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	21 How to Succeed at Employment Assessments: MS Excel 10:00 am/ 2:00 & 6:00 pm	22	23/24
25 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	26	27 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	28 MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	29	30/31
1 November Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	1	3 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	4 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 pm	5	6/7



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Sweet Beginnings LLC

# november

# 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1 November	2	3	4	5	6/7
8 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	9	10 MS Office: MS Word 10:00 am/ 2:00 & 6:00 pm	11 How to Succeed at Employment Assessments: MS Word 10:00 am/ 2:00 & 6:00 pm	12	13/14
15 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	16	17 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	18 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	19	20/21
22 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	23	24 The Ins' & Outs' of E-mail 10:00 am/ 2:00 & 6:00 pm	25 NO CLASS- THANKSGIVING HOLIDAY	26 NO CLASS THANKSGIVING HOLIDAY	27/28
29 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	30	1 December	2	3	4/5
6 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	7	8	9	10	11/12

# december



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2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
29 November	30	<b>1 December</b> Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	2 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	3	4/5
6 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	7	8 Internet Research Concepts: How to Perform an Effective Job Search 10:00 am/2:00 & 6:00 pm	9 How to Submit Your Resume and On-Line Applications 10:00 am/ 2:00 & 6:00 pm	10	11/12
13 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	14	15 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 p	16 Introduction to Computing Basics: Operating Systems 10:00 am/ 2:00 & 6:00 pm	17	18/19
20 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	21	22 How to Guarantee a Successful Virtual Interview 10:00 am/ 2:00 & 6:00 pm	23 The Ins' & Outs" of E-mail 10:00 am/ 2:00 & 6:00 p	24 OFFICE CLOSED CHRISTMAS EVE	25/26
27 Basic Computer Concepts and Resume Construction 10:00 am/2:00 & 6:00 pm	28	29 How to Succeed at Employment Assessments: MS Word 10:00 am/ 2:00 & 6:00 pm	30 How to Succeed at Employment Assessments: MS Excel 10:00 am/ 2:00 & 6:00 pm	31 OFFICE CLOSED- NEW YEAR'S EVE	1/2 January
3	4	5	6	7	8/9