

## Fall Schedule & Registration Information

Class	Instructor	Start Date	End Date	Sessions	Days	Time	Location	Register by
Internet Basics AM	Ms. Hunt	10/14/2014	10/30/2014	6	T/Th	10:00am-12:00pm	Sacramento	Oct. 3
Online Job Search AM	Ms. Hunt	10/15/2014	10/29/2014	3	W	10:00am-12:00pm	Sacramento	Oct. 3

Keyboarding classes are always available!

We accept cash, checks, and credit cards.

For information on costs and registration, please call:

**(703) 360-9088 Ext. 200**

Virginia Relay Number 711

**[jessica.cordova@ucmagency.org](mailto:jessica.cordova@ucmagency.org)**

**Work Center Office:**  
8305 Richmond Hwy.  
Suite 4A  
Alexandria, VA, 22309

**Office Hours:**  
Monday-Friday  
9:00 am-5:00 pm



**Work  
Center**



8305 Richmond Hwy. Suite 4A  
Alexandria, VA 22309

At The Mount Zephyr Business Center

**Programs and Services  
Fall 2014**

The Work Center is a program of  
United Community Ministries  
and is funded in part by Fairfax County.



**[ucmagency.org](http://ucmagency.org)**

## Employment Services



### Job Seeker Services

(Route 1 Residents only)  
Adult Job Readiness Program  
Individualized job coaching  
Individualized job leads  
Direct assistance

### Independent Services

Resume creation  
Computer lab privileges

### Training Services

Computer classes  
English classes  
U.S. Citizenship classes

## Training Services

**Keyboarding** Learn to type without looking.



**Basic Internet** Learn how to search the internet and use email.



**Basic Word** Learn to create, edit, and save documents.

**Intermediate Word** Learn more about automatic features.

**Basic Excel** Learn how to create spreadsheet and use basic operations.

**Intermediate Excel** Learn how to create formulas and consolidate data.

**English Classes** For Different Levels

**Citizenship Classes** Guides students through the test and interview process to obtain U.S. Citizenship.

## Free Services for Job Seekers

- Personal assistance in completing job applications on the Internet. (Every Wednesday from 9:30am to 12:30pm)
- Usage of the computer lab for unassisted job searches. (Monday through Thursday from 9:30am to 4:45pm and Friday from 9:30am to 3:00pm)

## Additional Services that Require Administrative Approval

- Clothing for job interview
- Continuing education assistance
- Gift card rewards for 90 and 180 days verifiable job retention
- Assistance to buy work related tools and/or equipment
- And much more!