

# FREE

## Basic Computer Skills Class

Lincoln Land Community College's TEAL Program offers a FREE class that teaches basic computer and workplace skills.

Free *open-entry* class includes:

- Basic Computer Skills
- Internet skills for the workplace
  - Job search skills; links; opening, printing and sending documents; online applications; etc.
- Email use, etiquette
- Resume building
- Cover Letters and Thank You Letters
- Career Interest Surveys



**Class Starts January 21, 2009**

Wednesday, Thursday, Friday

10:00 – Noon

Illinois workNet™ Center

1300 S. 9<sup>th</sup> Street

Springfield

**Students Must Call To Register:**

**786-2349 or 1-800-666-8325 (TEAL)**

*Students may enroll anytime*

*through June 30, space permitting.*

As of 7/01/08, the Lincoln Land Community College TEAL program is 52.4% federally funded in the amount of \$220,250 by the Illinois Community College Board. The Lincoln Land Community College TEAL Program is an equal opportunity educator and employer. Reasonable accommodations for eligible individuals available upon request. Contact the ADA Coordinator at 786-2349.