Quick Start for New Computer Users  SCW524
New to computers? You are not alone. Join us to learn how a mouse works with hands-on practice. Learn how to develop good keyboarding techniques by using the keyboard with proper finger placement. Once you’ve mastered the mouse and keyboard, you’ll learn how to navigate your way around the computer and will be ready to go full speed ahead! This class features the most important tools of the Windows operating system and the way programs work on a typical Windows PC.

Quick Start: Word®/Excel®  SCW525
By the end of the course you will be able to open and close the Microsoft® Office Word® program as well as create, open, save, and print documents. Basic formatting will also be discussed. In addition, you’ll learn the basics of Microsoft® Office Excel® from formatting cells, rows and columns to using simple formulas and functions. Prerequisite: Quick Start for New Computer Users or equivalent knowledge.

Learn Job Search with Internet & Email  SCW526
You’ll receive hands-on practice and tips for using the internet to search for jobs and to apply for jobs online. Learn how to setup an Email account and how to send and reply to emails. Prerequisite: Quick Start for New Computer Users or equivalent knowledge.

Resumes: Part 1, Preparation  SCW527
Learn what you need to do to prepare to write a resume, what should be included, and how the data should be organized in order to help you develop an effective resume that will sell your talents and skills to an employer. Prerequisite: Quick Start for New Computer Users or equivalent knowledge.

Resumes: Part 2, Writing  SCW528
Once you have prepared and gathered all the information you need to write an effective resume, this course will help you write your resume and format it to best fit the job you want and deserve! Prerequisites: Quick Start for New Computer Users, Quick Start: Word®/Excel® and Resumes: Part 1, Preparation or equivalent knowledge.

Successful Job Interviews & Networking  SCW519
You only have one chance to make a great first impression! Be sure to attend this workshop to ensure you have a winning interview! Learn how to prepare for interviews. Topics will include appearance, researching, communicating, handling difficult questions, and much more.

KeyTrain: Prep for WorkKeys, Information Session  SCW523
Practice before you take the WorkKeys Assessment! KeyTrain is a free, interactive, online program that helps you prepare to take the WorkKeys Testing. It is self-paced and you can study for any of the tests offered through WorkKeys. Typically individuals take Applied Math, Reading for Information and Locating Information. Using KeyTrain, you can assess your potential WorkKeys score, review topics in each WorkKeys skill area and practice problems similar to those on an actual WorkKeys assessment. This course offering is an information session. Prerequisites: Quick Start for New Computer Users and Learn Job Search with Internet & Email or equivalent knowledge. Workshop will be held at the Pendleton Campus located at 7900 Highway 76, Pendleton, SC.

Expungement & Pardons  SCW529
Designed to provide information regarding provisions in state law for the expungement of an arrest record or for the possibility of a pardon for a past criminal offense.

For more information or to register, visit www.tctc.edu/scworks or call (864) 646-1700. For Relay Service, dial 711 (TTY).