



LOUISIANA LIBRARIES:  
CONNECTING PEOPLE TO THEIR POTENTIAL



888.487.2700

www.lajacc.org

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, stands ready to help get you up to speed. If you are a Louisiana resident and at least 16, this message is for you!"

## FREE HANDS-ON TRAINING!

### Software Training\*

#### Microsoft Office Professional

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Publisher

#### Adobe Creative Suite

- Adobe Photoshop
- Adobe InDesign
- Adobe Dreamweaver
- Adobe Acrobat 9 Professional

#### Intuit QuickBooks Professional

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

### Skills Training

#### Light Technical Skills

- Computer Foundations
- Introducing Windows
- Introduction to Home Wireless Setup
- Advanced Home Wireless Configurations

#### Home Computer Security

#### Job Search Skills

- Getting Your Job Search Started
- Resume Building and Beyond
- Mastering the Interview

#### Business & Management Skills

- Basic Accounting Concepts
- Conquering Your Fear of Public Speaking
- Business Etiquette
- Customer Service
- Business Writing
- Train the Trainer Primer
- Train the Trainer, the Practical Trainer

Register in advance. Go to [www.lajacc.org/training](http://www.lajacc.org/training) or call 888.487.2700. Complete schedule and information is on this web site, which is a terrific one-stop shop portal for job hunters.

STATE LIBRARY OF LOUISIANA

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