

# 21st Century Skills Lab at MDC

## Walmart Brighter Futures 2.0 Project Back-To-Work Center Non-Credit Classes

Date Completed



### WORKPLACE ETIQUETTE

- ☐ Customer Service
- ☐ Telephone Skills
- ☐ Personal Care
- ☐ Job Start 101

Date Completed



### OFFICE BASICS

- ☐ Computer Basics
- ☐ Using an E-mail Account
- ☐ Using the Mouse
- ☐ Internet 101  
[tech.tln.lib.mi.us/tutor](http://tech.tln.lib.mi.us/tutor)

OR

- ☐ Microsoft Digital Literacy

Date Completed



### SKILLS TUNE UP

- ☐ Keyboarding 1
- ☐ Keyboarding 2
- ☐ Keyboarding 3
- ☐ Organizing Files and Records

Date Completed



### READY TO WORK

- ☐ Career Exploration
- ☐ Resume Preparation/Template
- ☐ Interview Etiquette
- ☐ Writing a cover letter:  
<http://www.tv411.org/writing#writing-for-work-and-the-ged>

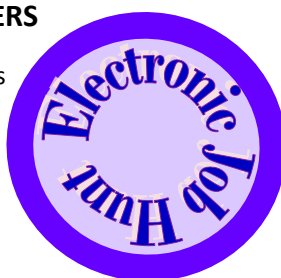
Date Completed



### HANDS ON COMPUTERS

- ☐ Introduction to Windows
- ☐ Word Processing
- ☐ Basic Excel
- ☐ [Ctdlc.org/remediation/indexComputer.html](http://Ctdlc.org/remediation/indexComputer.html)

Date Completed



### ELECTRONIC JOB HUNT

- ☐ Learning How to Use EFM:  
[www.employflorida.com/](http://www.employflorida.com/)
- ☐ Applying for a Job Online
- ☐ Job Search Craig's List

Date Completed



### FINANCIAL LITERACY

- ☐ How to Buy Books in the Internet
- ☐ Financial Literacy
- ☐ FDIC's Money Smart Program  
<http://www.fdic.gov/consumers/consumer/moneysmart/mscbi/>

Date Completed



### VOLUNTEER EXPERI-

- ☐ Special Topics Seminar: How to Do Service Learning — Survey.
- ☐ Proof of Agency on the College-Wide Placement Site Index, or copy of Site Approval Form
- ☐ Completed Service-Learning Contract  
Completed Service-Learning Report and Student Evaluation