

Training Courses Offered at the Transitional Work Corporation

GED/ABE: Course Topics

- I. Language Arts/Writing
- II. Social Studies
- III. Science
- IV. Language Arts Reading
- V. Mathematics
- VI. Limited English Proficiency

Job Search Training: Course Topics

- I. Microsoft Word
- II. Customer Service skills
- III. Goal Setting
- IV. Business Etiquette
- V. Job interviewing and follow-up skills
- VI. Workplace communication

Other Services Offered

- I. Career Coaching
- II. Legal Education workshops
- III. Child Abuse Prevention
- IV. Dress for Success
- V. Financial Literacy
- VI. Housing & Utilities Assistance