

# Job Seekers Class Objectives

## Section I: Prepare Yourself (17 hours)

### Objectives:

- Become familiar with computer and mouse, Word, Internet
- Produce electronic resume
- Open Email account

## Section II: Resources (5 hours)

### Objectives:

- Use Library electronic resources
- Know statewide resources

## Section III: Doing a Job Search (8 hours)

### Objectives:

- Create and maintain profile on job sites
- Search for jobs on job sites
- Search for jobs on company sites

## Section IV: Electronic Networking (4 hours)

### Objectives:

- Know social sites and networking
- Facebook
- LinkedIn

## Section V: Next Steps and Evaluation (4 hours)

## Section VI: Open Lab (4 hours)