



**Keith Houston, Site Coordinator & Curriculum Designer**  
**Rev. Roosevelt Williams, III, Pastor**  
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**Bishop Harry L. Seawright, Presiding Prelate**

**Classes are FREE and held on Tuesdays @ 6:30pm**  
**NEW STUDENT ORIENTATION : TUESDAYS @ 6PM**

**Contact Keith Houston for more information**  
**(334)467-2974**



**The 9th Episcopal District AME Church**  
**Daniel Payne Life Center (Montgomery)**  
**presents**

## **CAREER READINESS SKILLS CLASSES**



**Ready for Change?**  
**Come and Discover New Possibilities**

**@ St. John's AME Church**



**807 Madison Avenue**  
**Montgomery, Alabama 36104**  
**(334)265-4136**  
**Email: [saintjohnsame@bellsouth.net](mailto:saintjohnsame@bellsouth.net)**

## THE MISSION

The Career Readiness Skills Classes at St. John's AME Church in Montgomery, Alabama are a part to The Life Center at Daniel Payne Community Plaza Montgomery, Community of Hope initiative. This initiative is the vision of Bishop Harry L. Seawright, Presiding Prelate of the 9<sup>th</sup> District African Methodist Episcopal Church which encompasses the state of Alabama.

The Life Center proudly serves the state of Alabama as the charitable foundation of the African Methodist Episcopal Church. The vision of The Life Center is to empower people, encourage growth and enable self-sufficiency. Through an offering of career readiness and training programs, The Life Center seeks to provide a Hope and a Future to underserved populations by equipping them with the tools necessary to secure meaningful employment while becoming financially capable of managing their financial affairs.

St. John's AME Church (Montgomery), the Montgomery location offers job preparation classes (soft skills) to prepare interested persons for the work environment and assist them along their chosen career paths. St. John's AME Church (Montgomery) is proud to have been chosen to host the Career Readiness Skills Classes (soft skills) that are critical to advancement along career paths. These Career Readiness Skills Classes include Resume Writing, Word Processing/Computer Skills, Interviewing Techniques (Skills), Dressing for Success and Financial Literacy/Education.

St. John's is committed to being an integral part of this mission and eager to continue moving forward with it. We offer our Christian Life Center classrooms, our Nursery Ministry, our Transportation Ministry and our Culinary Ministry to bring the mission to life and assist interested persons with having access to this journey towards a transformed life.

## CLASS DESCRIPTIONS

Resume Preparation: This course covers the principals of formulating a resume and the types of resumes that can be formulated.

Interview Skills & Dressing for Success: This course covers completing job applications, common job interview questions and how to handle them, successful interview techniques and dressing for the job of your choice.

Financial Literacy/Education: This course assists the participant with outlining short term, intermediate and long term financial goals. Participants explore outlining financial goals, building a personal budget and mapping out a plan to pay off debts and plan for cash reserves.

Introduction to Microsoft Windows & The Internet: This course covers the tools in the Windows Operating System and using The Internet for research and communicating with others. Participants explores the key features of the Windows desktop and managing files and folders.

Introduction to Microsoft Word: This course covers creating letters, addressing & printing envelopes, moving & saving documents, table sheets and other functions of the application essential to managing and office.

Introduction to Microsoft Excel: This course covers creating a spread sheet and navigating through it. Participants explore organizing data in cells, rows, columns and charts.

Introduction to Microsoft Publisher: This course covers formulating the layout of a publication and preparing a publication for distribution. A great application for creating calendars, newsletters and cards.

Introduction to Microsoft PowerPoint: This course explores creating an attractive presentation with animation, music, video and Word Art. A great application for making presentations to groups and disseminating information.

Mobile Phone Literacy: This course assists the participant with setting up voice mail, email addresses, texting and using The Internet in absence of a desktop or laptop computer.