



## we're here to help!

The LiNK provides a variety of educational services tailored for dislocated workers to help you achieve academic and employment success.

- All LiNK course offerings are FREE
- Small in-person Instruction  
Tuesdays and Thursdays, July 28 - August 27  
9:00 - 11:00 a.m. • 2:00 - 4:00 p.m.
- Virtual or in-person 1:1 appointments
- Self-guided online courses

There are no admission requirements, tuition costs, or fees for LiNK classes. You decide when to begin and develop your personal schedule. Work at your own pace to reach your goals. Individuals may enroll throughout the year.



### Computer Basics

The LiNK assists students with the basic computer skills needed for college enrollment and employment opportunities.

#### Getting Started

- Be guided through the use of basic computer devices and functions.
- Learn how to use email, the internet, social media, and Blackboard (Mid-State's learning management system).

#### Word Basics

- Learn how to open and save new documents.
- Explore the ribbon functions.
- Learn how to upload documents from a template.

#### Excel Basics

- Open new blank and template workbooks.
- Add, delete, and reorder data.
- Access other Microsoft Office apps within Excel.



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715.422.5325 • AAEO@mstc.edu. 7/2020

### Employability Skills

In this course, you will acquire the knowledge and skills necessary to seek, obtain, and retain a job.

- Develop a résumé and cover letter.
- Learn how to prepare for an interview.
- Explore the labor market data in your career of interest.

### Career Awareness

Explore a wide variety of careers that match your personal and professional skills, interests, and values. Based on your results, develop an education and employment plan to get the career of your choice.

### How Do I Get Started?

- Call 715.422.5470
- Online at <https://calendly.com/mstc-link>
- Email [LiNK@mstc.edu](mailto:LiNK@mstc.edu)

**For more information about the LiNK, go to [mstc.edu/link](https://mstc.edu/link).**

