The skills for successful living are immensely important but not often taught. This 12-part series prepares young adults to successfully navigate the many changes, choices, and challenges of being an adult. Skills include: communication, proper workplace habits, general office knowledge, finding and keeping employment, handling finances, and networking for workplace success. Students can take each class or all, taught once per month. Room numbers may change.

**EDTX 3012 Finding the Right Career (7 hrs/$55)**
Measure skills and aptitudes needed for different careers. Determine short and long term goals. Assess your learning style, personality, and communication skills and styles and how to adjust to others' personalities. Research resources and determine how to move forward toward a career. Bring a sack lunch.

57139 100 Sep 10 9am-5pm S HBC 301.9

**EDTX 3013 Marketing Yourself and Interviewing (7 hrs/$55)**
Identify ways to successfully complete an application and select references. Create resumes and cover letters and perform mock interviews and techniques. Learn how to complete the interview and get the job. Start off right! Bring a sack lunch.

57140 100 Oct 15 9am-5pm S HBC 301.9

**EDTX 3014 Getting the Job: Now What? (7 hrs/$55)**
Learn the principles of communication and workforce success. Explain general office skills, schedules, and time management. Identify ways to learn quickly and work smarter, not harder. Find ways to attain childcare and resolve conflicts. Bring a sack lunch.

57570 102 Nov 12 9am-5pm S HBC 301.9

Highland Business Center
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