



**Beaufort SC Works Center**  
 164 Castle Rock Road, Beaufort  
 To register for adult education, computer courses, or work keys, please see Ms. Gloria Harvin at the Beaufort SC Works location.  
 She is available Monday-Thursday 9:30am-4:00pm and Fridays 9:30am to 12:00pm.  
 Call today to reserve a seat in any of our workshops or stop by any SC Works Center to take advantage of our free services.

**Walterboro Career Center**  
 1085 Thunderbolt Drive, Walterboro

**TCL Hampton Campus – H Mungin Center**  
 54 Tech Circle, Varnville

## February 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1. Basic Internet Skills 10:30 – 11:30am Interviewing Skills 2:00 – 3:00 pm
4. SC Works Job Search Unrestricted Keyboard Practice Time Beaufort	5. Résumé Writing Colleton 9 – 11 am	6. Résumé Writing Beaufort 10:00 – 11:30 am	7. *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran's Job Club Starting at 11:45 am *SCWorks Orientation - Hampton 9am	8. Basic Internet Skills 10:30 – 11:30am Interviewing Skills 2:00 – 3:00 pm
11. SC Works Job Search Unrestricted Keyboard Practice Time Beaufort	12. Résumé Writing Colleton 9 – 11 am	13. Résumé Writing Beaufort 10:00 – 11:30 am	14. *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran's Job Club Starting at 11:45 am *SCWorks Orientation - Colleton 9am	15. Basic Internet Skills 10:30 – 11:30am Interviewing Skills 2:00 – 3:00 pm
18.  Closed	19. Résumé Writing Colleton 9 – 11 am	20. Résumé Writing Beaufort 10:00 – 11:30 am	21. *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran's Job Club Starting at 11:45 am *SCWorks Orientation - Beaufort 9am	22. Basic Internet Skills 10:30 – 11:30am Interviewing Skills 2:00 – 3:00 pm
25. SC Works Job Search Unrestricted Keyboard Practice Time Beaufort	26. Résumé Writing Colleton 9 – 11 am	27. Résumé Writing Beaufort 10:00 – 11:30 am	28. Soft Skills Workshop 10 – 11am  WIOA Orientation 10 am – 11am	

**All Workshops are not available at the Hampton County Center, Please call 843.524.3351**