

# UNEMPLOYED? INTERESTED IN WORKING IN THE INFORMATION TECHNOLOGY FIELD?

**PACE** - Pathways to Advance Career Education – is a new program at the **Community College of Rhode Island** designed to help you get back to work.



PACE is offering a Computer Applications Specialist Program this summer to prepare students for jobs such as Administrative Assistant, Computer Help Desk or Desktop Support Specialist.

Classes include Windows, Word, Excel, Powerpoint, Access, Windows & MAC Operating Systems and more. See your job counselor if interested!

**College credits earned!!**

Successful completion of this program prepares you to take Industry recognized certification exams such as IC3 and Microsoft Office Professional.

Curriculum includes critical thinking skills and adult basic education including a review of math, reading and writing for the workplace.

**Classes are beginning in early July at the CCRI DOWNCITY CAMPUS  
80 WASHINGTON ST, PROVIDENCE IN THE HISTORIC SHEPARD BUILDING**

**For more information, call Kim or Freda  
at 825- 2399 or email [pace@ccri.edu](mailto:pace@ccri.edu)**

This unique program offers each student the support and guidance of an academic advisor and provides tutors to those who need the extra support. Job developing skills - including how to locate employers who are hiring, resume preparation, and interviewing skills will be provided.

(Visit <http://www.ccri.edu/oes/fa/> to learn about financial aid options)

