



INSTITUTO DEL PROGRESO LATINO

CAREER DEVELOPMENT COMPETENCIES LIST

PROGRAM: MICROSOFT WORD 2007

- OPEN PROGRAM
- CLOSE PROGRAM
- SAVE A FILE
- COPY A FILE
- CREATE A NEW DOCUMENT
- FONT SIZE
- FONT STYLE
- TEXT ALIGNMENT
- PAGE BORDER
- FONT COLOR
- TABLES
- PORTRAIT/LANDSCAPE
- PRINT OPTIONS

PROGRAM: MICROSOFT EXCEL 2007

- OPEN PROGRAM
- CLOSE PROGRAM
- SAVE A FILE
- COPY A FILE
- CREATE A NEW SPREADSHEET
- FONT SIZE
- FONT STYLE
- TEXT ALIGNMENT



INSTITUTO DEL PROGRESO LATINO

- COLUMN SPACING
- FONT COLOR
- CONDITIONAL FORMATTING
- FORMULAS
- FUNCTIONS

PROGRAM: INTERNET

- OPEN PROGRAM
- CLOSE PROGRAM
- NAVIGATION BUTTONS
- WEB ADDRESSES
- SEARCH ENGINES/JOB SEARCH ENGINES
- EMAIL ACCOUNT CREATION
- OPEN EMAIL
- SEND/REPLY EMAIL
- EMAIL ATTACHMENTS
- ONLINE JOB APPLICATIONS
- SEARCHING COMPANY INFO



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PROGRAM: FINANCIAL

- DIFFERENCE BETWEEN SAVINGS AND CHECKING ACCOUNTS
- CREATING A BUDGET
- ENCOURAGE LONG TERM SAVING
- IMPORTANCE OF PAYING YOURSELF
- DIFFERENCE BETWEEN STANDARD DEDUCTIONS VS. PERSONAL EXEMPTIONS
- EARN INCOME CREDIT
- CHILD TAX CREDIT
- KNOW TYPES OF CREDIT
- ESTABLISH YOUR CREDIT
- HOW CREDIT SCORE WORKS
- KNOW ABOUT DEBT MANAGEMENT AGENCIES
- UNDERSTAND BANKRUPTCY
- IDENTIFY IDENTITY THEFT
- OBTAIN CREDIT REPORT
- BUYING A HOME – ADVANTAGES VS. DISADVANTAGES
- BUYING A HOME – UNDERSTAND LOAN PRODUCTS
- BUYING A HOME –UNDERSTAND MORTGAGE TERMS
- BUYING A HOME –UNDERSTAND MARKET TREND
- DEFINITION OF REFINANCE
- BENEFITS OF REFINANCE
- UNDERSTANDING FORECLOSURE



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- ALTERNATIVES TO FORECLOSURE
- IMPACT OF FORECLOSURE
- PROPERTY TAXES
- IMPORTANCE OF PAYING PROPERTY TAXES
- DEFINITION OF HOME OWNER EXEMPTION



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PROGRAM: Job Readiness

- SKILLS KNOWLEDGE
- CAREER EXPLORATION
- MATCHING SKILLS TO AVAILABLE CAREERS
- WHAT YOUR SKILLS ARE WORTH
- CLIENT PORTFOLIO
- ENHANCED RESUME
- EXPLAINING AND UNDERSTANDING YOUR RESUME
- REFERENCES
- UNDERSTANDING WHAT ARE REFERENCES
- HOW TO OBTAIN REFERENCES
- KNOWING WHAT TYPES OF COMPENSATIONS ARE THERE
- UNDERSTANDING BENEFITS AND PERKS
- UNDERSTANDING WHAT IS A SALARY HISTORY
- CUSTOMIZING A COVER LETTER
- CUSTOMIZING A FAX COVERS
- THANK YOU LETTERS
- UNDERSTANDING JOB POSTING
- TYPES OF JOB SEARCH
- CONDUCTING JOB SEARCH
- TRACKING YOUR JOB SEARCH
- FOLLOWING UP
- APPROPRIATE AND PROFESSIONAL COMMUNICATIONS



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- EMAILING
- FAXING
- COLD CALLS
- WALK-INS
- COMPLETING AN APPLICATION
- UNDERSTANDING FORMS
- INTERVIEWING
- MOCK INTERVIEW
- APPROPRIATE RESPONSES TO QUESTIONS
- REFERENCES
- UNDERSTANDING PRE-EMPLOYMENT REQUESTS
- UNDERSTANDING FORMS AFTER YOU ARE HIRED
- APPROPRIATE BUSINESS ETIQUETTE
- DRESSING FOR SUCCESS: DO'S AND DON'TS
- WORKPLACE ETHICS: MAINTAINING YOUR JOB
- RECEIVE CERTIFICATE OF COMPLETION
- ATTEND IN-HOUSE COMPANY RECRUITMENT