



**Beaufort SC Works Center**  
164 Castle Rock Road, Beaufort

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

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

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.

## September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2.  <b>Office Closed - Labor Day</b>	3.  <b>Résumé Writing</b> Colleton 9 – 11 am	4.  <b>Résumé Writing</b> Beaufort 10:00 – 11:30 am	5.  *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran’s Job Club Starting at 11:45 am *SCWorks Orientation - Hampton 9am	6.  <b>Basic Internet Skills</b> 10:30 – 11:30am <b>Interviewing Skills</b> 2:00 – 3:00 pm
9.  <b>SC Works Job Search</b> Unrestricted Keyboard Practice Time Beaufort	10.  <b>Résumé Writing</b> Colleton 9 – 11 am	11.  <b>Résumé Writing</b> Beaufort 10:00 – 11:30 am	12.  *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran’s Job Club Starting at 11:45 am *SCWorks Orientation - Hampton 9am	13.  <b>Basic Internet Skills</b> 10:30 – 11:30am <b>Interviewing Skills</b> 2:00 – 3:00 pm
16.  <b>SC Works Job Search</b> Unrestricted Keyboard Practice Time Beaufort	17.  <b>Résumé Writing</b> Colleton 9 – 11 am	18.  <b>Résumé Writing</b> Beaufort 10:00 – 11:30 am	19.  *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran’s Job Club Starting at 11:45 am *SCWorks Orientation - Colleton 9am	20.  <b>Basic Internet Skills</b> 10:30 – 11:30am <b>Interviewing Skills</b> 2:00 – 3:00 pm
23.  <b>SC Works Job Search</b> Unrestricted Keyboard Practice Time Beaufort	24.  <b>Résumé Writing</b> Colleton 9 – 11 am	25.  <b>Résumé Writing</b> Beaufort 10:00 – 11:30 am	26.  *Soft Skills Workshop 10 – 11am *WIOA Orientation 10 am – 11am *Veteran’s Job Club Starting at 11:45 am *SCWorks Orientation - Beaufort 9am	27.  <b>Basic Internet Skills</b> 10:30 – 11:30am <b>Interviewing Skills</b> 2:00 – 3:00 pm
30.  <b>SC Works Job Search</b> Unrestricted Keyboard Practice Time Beaufort				

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