



COURSE OFFERINGS

Course offerings may vary; additional courses may be available.
Please check with TRI for details.

CLERICAL

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Keyboarding
Telephone Skills
Record Keeping
Book Keeping
Computer Literacy
Data Entry
General Office Skills

- Filing
- Photocopying
- Faxing
- Shredding

MATHEMATICAL

Billing
Data Entry
Cashier
Time Management
Money Management
Banking Skills
Life Skills Math

FOOD SERVICE

Sous Chef
Meal Preparation
Line Cook
Meal Service
Counter Services
Basic Independent
Cooking Skills

RETAIL SERVICES

Cashier
Customer Service
Electronic Scanner Program
Inventory Control via Computer
iPad Ordering
Stock and Inventory
Tagging and Security

INDUSTRIAL

Shipping
Receiving
Packaging
Assembly
Building Maintenance

JOB READINESS

Interview Skills
Resume Completion
Employment Applications
Life Skills Training

LIFE SKILLS

Scheduling
Character Education
Cooking

- Recipes
- Nutrition Facts
- Meal Planning