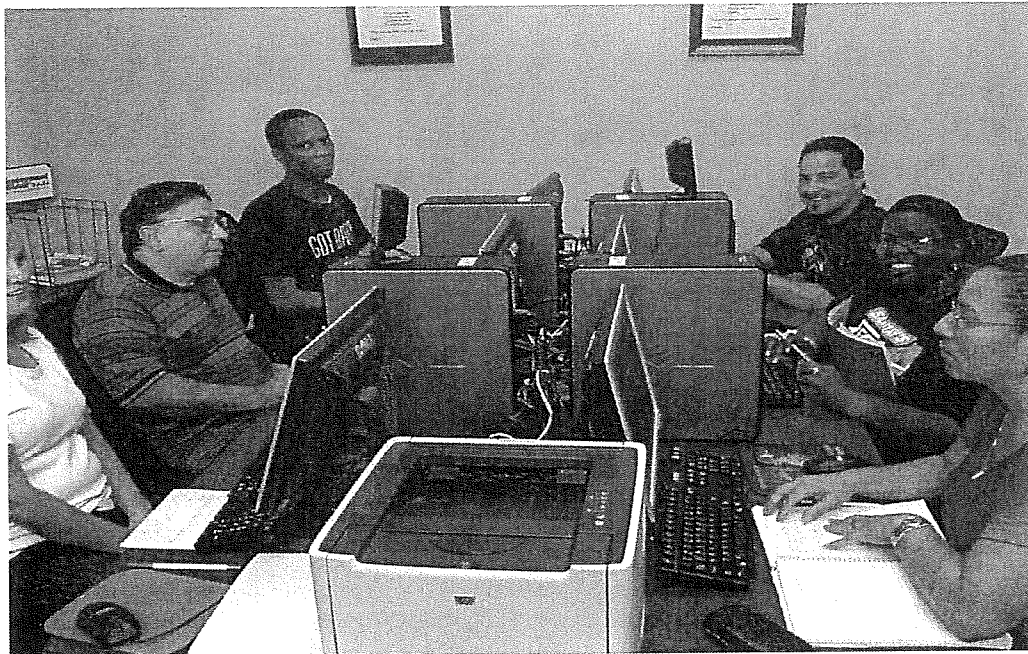


# Are You Computer Literate?

**MAM's Employment Services programs emphasize computer literacy as the building block for employability, job searches and communication with prospective employers.**



- **Basic operations**
  - Keyboarding
  - Mousing
- **E-mail**
  - Calendar
  - Contacts
- **Internet**
  - Finding info
  - Finding jobs
- **Microsoft Word**
  - Resumes
  - Cover letters

**MAM**  
MEMORIAL ASSISTANCE MINISTRIES  
Employment Services Programs

1625 Blalock Road  
(just north of Long Point)  
Open 8:30am to 6:00pm

New Client Orientations:  
10:30am Monday thru Friday  
and 1:30pm Monday thru Thursday