



Workforce Readiness

Free adult education courses: **student recruitment happening now!**

<p>Adult Basic Education (ABE)</p> <ul style="list-style-type: none"> • Basics • Preparation for HiSET (formerly GED) • HiSET Study and Test Taking <p>Day Classes: Monday – Thursday 9:15 - 2:15 Evenings Tuesday and Thursdays 5:30 - 8:30</p>	<p>English for Students of Other Languages (ESOL)</p> <ul style="list-style-type: none"> • High Beginning to Low intermediate • Low Intermediate to High Intermediate <p>Day Classes Only: Tuesdays - Fridays 9:15 to 2:15</p>
<p>Interviews and Assessments NOW Classes start September 12</p> <p>Call Trish at 617-375-8110 to make an appointment Or email: pgaquin@uses.org</p>	

AND

<p style="text-align: center;">Microsoft Office Administrative Training</p> <p>Eligibility Requirements:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Be a Boston resident</td> <td><input type="checkbox"/> Have a high school diploma or equivalent</td> <td><input type="checkbox"/> Be able to type at least 18 wpm</td> </tr> <tr> <td><input type="checkbox"/> Pass assessments</td> <td><input type="checkbox"/> Have at least 12 months of work experience</td> <td><input type="checkbox"/> Provide 2 professional references</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Must be willing and able to work</td> </tr> </table> <p style="text-align: center;">Monday – Thursday 9:30 AM – 2:30 PM Fridays 9:30 AM – 12:30 PM</p>	<input type="checkbox"/> Be a Boston resident	<input type="checkbox"/> Have a high school diploma or equivalent	<input type="checkbox"/> Be able to type at least 18 wpm	<input type="checkbox"/> Pass assessments	<input type="checkbox"/> Have at least 12 months of work experience	<input type="checkbox"/> Provide 2 professional references	<input type="checkbox"/> Must be willing and able to work		
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<p>Interviews and Assessments NOW Classes start September 26 (12 weeks)</p> <p>Call Leah at (617) 375-8196 to make an appointment Or email: lsamura@uses.org</p>									

United South End offers our students:

- Dedicated, experienced, patient, encouraging and supportive teachers and staff
- Education, career development and computer skills instruction
- Individualized tutoring for program participants
- Personalized attention in small interactive classes
- Job and career preparation services including the “soft skills” required by employers
- Attractive, wheel-chair accessible, and student-friendly learning environment
- Near the T: Orange, Green, and Silver lines

Harriet Tubman House: 566 Columbus Avenue – Boston, 02118

www.uses.org