



ALAMO
COLLEGES

PALO ALTO COLLEGE

NEWS RELEASE

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Palo Alto College awarded contracts with SER Jobs for Progress to provide free training opportunities

Palo Alto College has been selected by SER Jobs for Progress, Inc., of San Antonio to provide training to help people learn how to obtain employment for entry-level jobs in a general office or customer service setting. SER awarded PAC \$456,000 for training from December 2012 through September 2013 which can be renewed for four more years.

Specifically, the college will offer three training classes: General Office Skills, Customer Service Skills and Essential Skills for Job Readiness. Classes will range from 10 to 20 students.

Palo Alto College's Corporate and Community Education Division will support SER, Workforce Solutions Alamo (WSA), and the Texas Workforce Career Centers in Bexar County by offering one-week pre-vocational training classes to Temporary Assistance for Needy Families (TANF) and Choices program customers.

The General Office Skills and Customer Service Representative Skills classes are designed to prepare individuals with state-of-the-art, hands-on training for demand occupations in the general offices field.

The Essential Job Readiness Skills program will work with SER to develop individuals' job readiness skills to help gain and retain employment as well as advance in the job. The Job Readiness classes will be available to Workforce Investment Act (WIA) Adult, WIA Dislocated Workers, WIA Youth, and TANF customers. The three-day curriculum includes instruction for creating job portfolios, job search techniques, interview preparation, time management, interpersonal communication, leadership skills and job retention skills.

Each of the trainings will allow students to receive continuing education units (CEUs) upon successful completion of the course. Individuals who receive CEUs from Palo Alto College will possess the accreditation employers are seeking in qualified candidates.

"Palo Alto College is excited to partner with SER to provide job training opportunities to the San Antonio community," said Dr. Mike Flores, Palo Alto College president. "We want the economic landscape of San Antonio to continue to thrive, and we are dedicated to providing quality education and relevant experience to help our students be successful contributors in the workplace."

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SER Jobs for Progress, Inc. of San Antonio is a private, non-profit corporation which receives and administers federal & state funds to provide employment, training, and support services to eligible economically disadvantaged individuals, dislocated workers and general universal customers. To learn more, visit www.serjobssa.org.

Palo Alto College, one of the Alamo Colleges, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. With nearly 9,000 students, the College also offers short-term certificates and non-credit continuing education classes. The campus is located on the Southside of San Antonio at 1400 W. Villaret Blvd. at I-410 and Texas Hwy. 16 and online at alamo.edu/pac.

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