



## Bank of America BJO Graduates

*The first BofA sponsored Better Job Opportunities class at Hermelin ORT finishes a successful first 12-week session.*

**FOR IMMEDIATE RELEASE**  
**CONTACT: Lynne Schreiber**

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**(248) 376-0406, [lynne@yourppl.com](mailto:lynne@yourppl.com)**

WEST BLOOMFIELD, Mich. – Hats off to the first graduates of the Bank of America-sponsored Better Job Opportunities (BJO) class at the David B. Hermelin ORT Resource Center!

The 12-week course, which began January 6<sup>th</sup> and ended this month, graduated 16 participants upon completing a thorough course in Microsoft Office Suite. They are now better prepared to face the job search world.

“BJO is one of our signature courses that empowers people to find jobs in this competitive marketplace by equipping them with the tools and skills needed in a 21<sup>st</sup> century workplace,” says Michelle Passon, lay leader of Hermelin ORT.

The \$15,000 grant from the Bank of America Foundation underwrote the class, according to Shainde Braunstein-Cohen, Hermelin ORT director. “We are so grateful to Bank of America for allowing us to expand our offerings. As a non-profit, we can only offer as many courses as our resources will pay for. Bank of America allowed us to help more people! Without computer skills, it is next to impossible to compete in today’s job market.”

BJO is a 12-week class in Microsoft Office Suite that is usually paid for entirely by ORT America. Unemployed or under-employed residents of the metro Detroit area can apply for the limited spots in the class and, upon acceptance, are enrolled and guided through the duration of the class.

In most jobs today, adeptness at Microsoft Office programs is an essential. Workplaces depend on it, and retail establishments operate POS systems that require basic computing skills. Additionally, familiarity with email and the Internet are prerequisites for any business today, even those that are home-based.

Eligibility for BJO classes is expressly based on need. Anyone, regardless of age, sex, race or religion, may apply. Students attend two three-hour sessions per week for 12 weeks. Topics include basic computing, Internet, email, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint and Web Page Design.

Students are invited to take advantage of complimentary resume writing and interviewing guidance. Applications are now being accepted for classes beginning in September.

All Hermelin ORT classes are open to out-of-work or underemployed individuals referred there by Michigan Works and Jewish Vocational Service. It also offers affordable classes for individuals who can pay to improve their standing in the marketplace.

Founded in 2003 and named for the late U.S. Ambassador David Hermelin, whose wife Doreen just finished a three-year term as president of ORT America, the Hermelin ORT Center

offered a record number of classes in the fall of 2009, generating a waiting list of interested applicants. It is directed by Shaindle Braunstein-Cohen and lay-led by volunteer Michelle Passon. Hermelin ORT is always seeking additional sponsorship from corporations in the community to ensure that it can continue to meet the demand for the courses it offers.

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For additional information or to arrange a tour or interview, please contact Lynne Schreiber's personal cell phone at (248) 376-0406 or email [lynne@yourppl.com](mailto:lynne@yourppl.com).

**For publication purposes, please include this number for the Hermelin ORT Center: (248) 432-5411 or [www.hermelinort.org](http://www.hermelinort.org).**