

December 2018

3224 Mercer St. 77027 | 713.626.8320

METRO #84, #25, #82

jobnet@ccschouston.org

www.ccschouston.org

JobNet

Free Workshops & Computer Training

Mon – Wed
Thur
Fri

Hours

9:00am - 3:00pm
9:00am - 5:00pm
9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p><u>COMPUTER HELP</u> Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p><u>COMPUTER CLASSES</u> These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p><u>LINKEDIN</u> Conduct your job search using the primary source for recruiters.</p> <p><u>CHOOSING A NEW CAREER</u> Use your skills in other occupations. Explore options for finding your best career.</p>	<p>3 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>4 1:00-3:00 WORD Part 1</p>	<p>5 9:45 Orientation 11:00 Attitude Power</p>	<p>6 10:00 Self-Paced Computer Training 1:00-3:00 WORD Part 2</p>	<p>7 Computer Tutor By appointment</p>	<p><u>ART OF INTERVIEWING</u> You only have one shot at doing it right. Are you prepared, confident & ready?</p>
	<p>10 9:45 Orientation 10:00 Self-Paced Computer Training 12:30-2:30 EXCEL Part 1</p>	<p>11 1:00—3:00 CHOOSING A NEW CAREER</p>	<p>12 9:45 Orientation 12:30-2:30 EXCEL Part 2</p>	<p>13 10:00 Self-Paced Computer Training 2:00 Job Search Techniques</p>	<p>14 Computer Tutor By appointment</p>	<p><u>ATTITUDE POWER</u> Learn how your attitude affects the impression you make.</p>
	<p>17 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>18 9:45-12:00 LINKEDIN 101 1:00-3:00 POWERPOINT 1</p>	<p>19 9:45 Orientation</p>	<p>20 10:00 Self-Paced Computer Training 10:00 Resume Building 1:00-3:00 POWERPOINT 2</p>	<p>21 Computer Tutor By appointment</p>	<p><u>EFFECTIVE COMMUNICATION</u> Learn how to speak, write and improve body language for the workplace.</p>
	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p><u>RESUME BUILDING</u> If you're not getting interviews, your resume needs work.</p>
				<p>29 JobNet will be closed from December 24 to January 2.</p>	<p>30</p>	<p><u>JOB SEARCH TECHNIQUES</u> If your job search feels overwhelming, get organized & motivated</p>



****Orientation Required before Participation****