

February 2019

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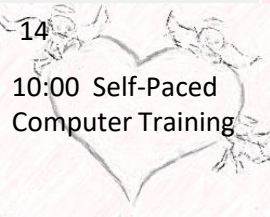
www.ccschouston.org

JobNet

Free Workshops & Computer Training

Hours

Mon – Wed 9:00am - 3:00pm
 Thur 9:00am - 5:00pm
 Fri 9:00am - 1:00pm

| Computers | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | Workshops | | | | |
|---|---|--|---|--|---|--|---|---|---|---|
| <p>COMPUTER HELP Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p>COMPUTER CLASSES These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p>LINKEDIN Conduct your job search using the primary source for recruiters.</p> <p>CHOOSING A NEW CAREER Use your skills in other occupations. Explore options for finding your best career.</p> |  4 9:45 Orientation 10:00 Self-Paced Computer Training |  5 11:00-3:00 CHOOSING A NEW CAREER |  6 9:45 Orientation 11:00 Attitude Power |  7 10:00 Self-Paced Computer Training 1:30 Job Search Techniques | 1 Computer Tutor By appointment | <p>ART OF INTERVIEWING You only have one shot at doing it right. Are you prepared, confident & ready?</p> <p>ATTITUDE POWER Learn how your attitude affects the impression you make.</p> <p>EFFECTIVE COMMUNICATION Learn how to speak, write and improve body language for the workplace.</p> <p>RESUME BUILDING If you're not getting interviews, your resume needs work.</p> <p>JOB SEARCH TECHNIQUES If your job search feels overwhelming, get organized & motivated</p> | | | | |
| | | | | | 11 9:45 Orientation 10:00 Self-Paced Computer Training 12:30-3:00 WORD Part 1 | | 12 1:00-3:00 CHOOSING A NEW CAREER | 13 9:45 Orientation 12:30-3:00 WORD Part 2 |  14 10:00 Self-Paced Computer Training | 15 Computer Tutor By appointment |
| | | | | | 18 9:45 Orientation 10:00 Self-Paced Computer Training | | 19 10:00 Resume Building | 20 9:45 Orientation | 21 10:00 Self-Paced Computer Training | 22 Computer Tutor By appointment 9:30 Effective Communication |
| | | | | | 25 9:45 Orientation 10:00 Self-Paced Computer Training | | 26 1:00-2:00 CLOSING THE DEAL | 37 9:45 Orientation | 28 10:00 Self-Paced Computer Training | |
| | | | | | ***Orientation Required before Participation*** | | | | | |

