

September 2018



JobNet



3224 Mercer St. 77027 | 713.626.8320
 METRO #84, #25, #82
jobnet@ccschouston.org
www.ccschouston.org

Free Workshops & Computer Training

Orientation is required

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>	<p>CLOSED LABOR DAY</p>	<p>4</p>	<p>5</p> <p>9:45 Orientation</p>	<p>6</p> <p>10:00 Self-Paced Computer Training</p>	<p>7</p> <p>Computer Tutor By appointment</p>	<p>ART OF INTERVIEWING You only have one shot at doing it right. Are you prepared, confident & ready?</p>
	<p>10</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>11</p> <p>1:00-3:00 WORD Part 1</p>	<p>12</p> <p>9:45 Orientation</p>	<p>13</p> <p>10:00 Self-Paced Computer Training 10:00 Job Search Techniques 1:00-3:00 WORD Part 2</p>	<p>14</p> <p>Computer Tutor By appointment 9:45 MAXIMIZING LINKEDIN</p>	<p>ATTITUDE POWER Learn how your attitude affects the impression you make.</p>
	<p>17</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>18</p> <p>9:45-12:00 LINKEDIN 101</p>	<p>19</p> <p>9:45 Orientation 11:00 Attitude Power</p>	<p>20</p> <p>10:00 Self-Paced Computer Training 10:00 Resume Building</p>	<p>21</p> <p>Computer Tutor By appointment</p>	<p>EFFECTIVE COMMUNICATION Learn how to speak, write and improve body language for the workplace.</p>
	<p>24</p> <p>9:45 Orientation 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 1 12:30-2:30 EXCEL Part 1</p>	<p>25</p> <p>1:00-2:00 FINANCIAL RECOVERY 1:00-3:00 POWERPOINT 1</p>	<p>26</p> <p>9:45 Orientation 12:30-2:30 EXCEL Part 2</p>	<p>27</p> <p>10:00 Self-Paced Computer Training 11:00 Art of Interview Part 2 1:00-3:00 POWERPOINT 2</p>	<p>28</p> <p>Computer Tutor By appointment</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>