

February 2019

3224 Mercer St. 77027 | 713.626.8320

METRO #84, #25, #82

jobnet@ccschouston.org

www.ccschouston.org

JobNet

Free Workshops & Computer Training

Hours

Mon – Wed





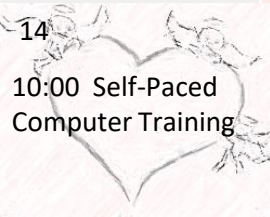
9:00am - 3:00pm

Thur

9:00am - 5:00pm

Fri

9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops				
<p><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>	 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><u>ART OF INTERVIEWING</u> You only have one shot at doing it right. Are you prepared, confident & ready?</p> <p><u>ATTITUDE POWER</u> Learn how your attitude affects the impression you make.</p> <p><u>EFFECTIVE COMMUNICATION</u> Learn how to speak, write and improve body language for the workplace.</p> <p><u>RESUME BUILDING</u> If you're not getting interviews, your resume needs work.</p> <p><u>JOB SEARCH TECHNIQUES</u> 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 10:30—12:00 CAREER PIVOT	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					

