

# June 2019

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

**\*\*Orientation Required Before Participation\*\***

