

March 2023

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# JobNet

## Workshops & Computer Training MUST START WITH ORIENTATION



### Hours

Mon. – Thu. 9:00 a.m. - 3:00 p.m.  
Fri. 9:00 a.m. - 1:00 p.m.

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p>Computer lab is open by appointment.</p> <p><b>COMPUTER CLASSES*</b> Beginner &amp; intermediate concepts; upgrade your skills for the workplace.</p> <p><b>LINKEDIN</b> Conduct your job search using the primary source for recruiters.</p> <p><b>SUCCESS COACHING</b> Personalized support focused on reaching your goals.</p> <p>*Computer skills assessment is required prior to registration for Microsoft Word, Excel or PowerPoint</p>			<p>1 </p>	<p>2 Computer Basics 10:00-12:00</p>	<p>3 Self-Paced Computer Training 9:30-11:30</p>	<p><b>JOB SEARCH ENGINES</b> Explore Indeed.com, learn to create a profile, and Conduct your job search using the primary source for recruiters</p> <p><b>RESUME BUILDING</b> Start getting interviews</p> <p><b>FINANCE MANAGEMENT</b> Create a budget, save for important purchases, improve your credit score</p> <p><b>INTERVIEW TIPS FROM AN EMPLOYER</b> Hear real-world-feedback</p> <p><b>JOB HUNTERS OVER 50</b> Make age an asset with these tips</p>
	<p>6 Self-Paced Computer Training 9:30-11:30</p> <p>LinkedIn 101 1:00-3:00</p>	<p>7 MS Basics 9:30-12:00</p> <p>MS Word Day 1 12:30-3:00</p>	<p>8 Orientation, Spanish 9:00</p> <p>Wellness Workshop 1:00-3:00</p>	<p>9 Orientation, English 9:00</p> <p>Computer Basics 10:00-12:00</p> <p>MS Word Day 2 12:30-3:00</p>	<p>10 Self-Paced Computer Training 9:30-11:30</p>	
	<p>13 Self-Paced Computer Training 9:30-11:30</p> <p>Job Hunters Over 50 1:00-3:00</p>	<p>14 MS Basics 9:30-12:00</p> <p>PowerPoint Day 1 12:30-3:00</p>	<p>15 Organización de las finanzas personales en Español 1:00-2:30</p>	<p>16 Computer Basics 10:00-12:00</p> <p>PowerPoint Day 2 12:30-3:00</p> <p>Organize Personal Finances 1:00-2:30</p>	<p>17 Self-Paced Computer Training 9:30-11:30</p>	
	<p>20 Self-Paced Computer Training 9:30-11:30</p>	<p>21 MS Basics 9:30-12:00</p> <p>MS Excel Day 1 12:30-3:00</p>	<p>22 Orientation, Spanish 9:00</p> <p>Job Search Engines 1:00-2:30</p>	<p>23 Orientation, English 9:00</p> <p>Computer Basics 10:00-12:00</p> <p>MS Excel Day 2 12:30-3:00</p>	<p>24 Self-Paced Computer Training 9:30-11:30</p> <p>Art of Interviewing 10:00-12:00</p>	
	<p>27 Self-Paced Computer Training 9:30-11:30</p>	<p>28 MS Basics 9:30-12:00</p> <p>MS Excel Day 3 12:30-3:00</p> <p>Resume Building 1:00-3:00</p>	<p>29 Effective Communication 10:00-11:00</p>	<p>30 Computer Basics 10:00-12:00</p> <p>Open Computer Lab 12:30-2:00</p>	<p>31 Self-Paced Computer Training 9:30-11:30</p>	