

November 2005

Seminars for Job Seekers & Career Planners

This training is offered in Suite 20, Workforce Training, Clark College at Town Plaza

Seminar schedule may vary from week to week. Check the calendar carefully!!

No pre-registration or fee. First come, first serve!

EDUCATION GOALS

GED Appraisal Testing (Intake) (Every Thursday afternoon, except 11/24)

Take this first step toward completing your GED. Reading, writing and math skills are covered.

This is the same skills appraisal, the CASAS test, as offered in the Clark College ABE

Department at Town Plaza.

Please bring two pencils.

COMPUTER LAB & TRAINING

Open Lab for Job Seekers & Career Planners (Every Thursday morning, except 11/24)

Increase your typing speed and accuracy. Research labor market demand and careers using *Choices*, *WOIS* or *Workforce Explorer*. Use the Internet for job search. Change or improve your resume using Microsoft Word. Staff available to assist.

Key Train Lab (Morning of 11/21 and 11/28)

New software to increase your WorkKeys skills and help you find jobs that match your current skills. Staff available to assist.

Computer Essentials (Every Wednesday morning, except 11/9 & 11/23)

Everything from the basics of mouse skills to more advanced windows and file management.

Tons of information. Something new for everyone from the beginner to the more advanced computer user. Get your questions answered and improve your skills.

Word and Excel (Every Friday morning, except 11/11 & 11/25)

Learn more about these two widely used Microsoft programs. Critical knowledge for many jobs.

**A document certifying completion of the above training seminars
will be awarded to each participant at the end of each session.**

See the opposite side of this paper for a calendar of this month's seminar schedule.

CJST Information Meeting (1 hour, every Wednesday at 11:30 a.m.)

Would specialized training, certifications or licensing help you find employment? Come learn about Customized Job Skills Training (CJST) programs available to WorkFirst job seekers. Hear about successful graduates and fill out your application.

Job Seeker Seminars at Town Plaza Center - Clark College Suite 20

November 2005

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 <u>Computer Essentials</u> Suite 20 Room 04 8:30am-11:30am <u>CJST Information Meeting</u> Suite 20 Room 06 11:30am-12:30pm	3 <u>Open Lab for Job Seekers & Career Planners</u> Suite 20 Room 04 8:30am-11:30am <u>GED Appraisal Testing</u> Suite 20 Room 06 1:00pm-5:00pm	4 <u>Word</u> Suite 20 Room 04 8:30am-11:30am
7	8	9 <u>CJST Information Meeting</u> Suite 20 Room 06 11:30am-12:30pm	10 <u>Open Lab for Job Seekers & Career Planners</u> Suite 20 Room 04 8:30am-11:30am <u>GED Appraisal Testing</u> Suite 20 Room 06 1:00pm-5:00pm	11 <i>Veteran's Day Holiday</i>
14	15	16 <u>Computer Essentials</u> Suite 20 Room 04 8:30am-11:30am <u>CJST Information Meeting</u> Suite 20 Room 06 11:30am-12:30pm	17 <u>Open Lab for Job Seekers & Career Planners</u> Suite 20 Room 04 8:30am-11:30am <u>GED Appraisal Testing</u> Suite 20 Room 06 1:00pm-5:00pm	18 <u>Excel</u> Suite 20 Room 04 8:30am-11:30am
21 <u>Key Train Lab</u> Suite 20 Room 04 9:00am-11:00am	22	23 <u>CJST Information Meeting</u> Suite 20 Room 06 11:30am-12:30pm	24 <i>Thanksgiving Holiday</i>	25 <i>Thanksgiving Holiday</i>
28 <u>Key Train Lab</u> Suite 20 Room 04 9:00am-11:00am	29	30 <u>Computer Essentials</u> Suite 20 Room 04 8:30am-11:30am <u>CJST Information Meeting</u> Suite 20 Room 06 11:30am-12:30pm		