

AUGUST 2017

**Due to construction, there will be no Computer classes for August.
 Thank you for your patience.**

To register for or cancel a Workshop, Seminar or Event, please call 508-732-5300

Note: Workshop Dates/Times Subject to Change

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---------|---|--|--------|
| | 1 | 2 | 3 Resume & Cover Letter 9:30am -12:00pm Financial Tips During Hard Times I 1:00pm -3:00pm | 4 |
| 7 TORQ Think Outside of The "Occupational" Box ⁵ (by appointment) | 8 | 9 Massasoit Information Session 10:00am-11:00pm How to Turn an Interview into a Job (Stage 1) 1:30pm-4:00pm | 10 Interviewing Basics 9:30am-12:00pm TORQ Think Outside of The "Occupational" Box ⁵ (by appointment) Financial Tips During Hard Times II 1:00pm -3:00pm | 11 |
| 14 Resume & Cover Letter 9:30am -12:00pm Elearning 2:00pm-3:00pm | 15 | 16 Resume Review (by appointment) How to Turn an Interview into a Job (Stage 2) 1:30pm-4:00pm | 17 SBA Overview 10:00am-12:00pm | 18 |
| 21 TORQ Think Outside of The "Occupational" Box ⁵ (by appointment) | 22 | 23 | 24 | 25 |
| 28 Elearning 2:00pm-3:00pm | 29 | 30 Resume Review (by appointment) How to Turn an Interview into a Job – Veterans Only 1:00pm-4:00pm | 31 | |

College Navigation
 Wednesdays by appointment

The Career Center Seminar

Is designed to inform customers of the many services, programs and events offered

Seminars are Held on:

Tuesdays: 9:30am & 1:00pm

Wednesdays: 10:00am

Career Center Seminars are 2 – 2 1/2 hours in length. Please plan accordingly.

Career Center Hours of Operation

Monday, Tuesday, Thursday & Friday: 8:30am - 4:30pm and Wednesday: 9:30am - 4:30pm

Plymouth Career Center is an EEO/AA Employer. Auxiliary aids or services are available upon request to individuals with disabilities

Job Search Workshops

College Navigation- Provide direct services through academic and career coaching, college transition services, and referral services for Massasoit Community College.

Federal Job Search Tips - Learn the ins and outs of navigating the Federal job system, resume format, targeting the job titles and grade

Interviewing Basics - Includes practical pointers on marketing yourself effectively during the interview.

Mock Interviews - Participant will be given the opportunity to practice interviewing in a formal interviewing setting and be given feedback after the mock interview.

Introduction to Mass CIS ^{L3} - Prerequisite: *Basic PC Skills*

On line interactive system providing info on occupations. Participants will complete a self-scored assessment survey to help them identify occupational interests, values, and abilities.

Mature Workers Job Search Tips - Participants will gain an a greater understanding of potential age-related biases and specific strategies to aid participants in developing a successful job search

Résumé & Cover Letter Seminar - Participants will learn key concepts about Résumé writing including formats, summaries and accomplishment statements. Also, will discuss cover letters and other correspondence

Résumé & Cover Letter Critique – Prerequisite: Bring 8 copies of your "typed" Résumé to share with other participants. Receive constructive criticism from workshop facilitator

Salary Negotiations - Learn negotiating techniques as well as how to negotiate salary based on the "Market Value" of a position.

Small Business Administration Overview – Understanding of SBA programs and services available to prospective or current entrepreneurs needing assistance in starting or expanding a business.

TORQ - Think Outside of the "Occupational" Box – Prerequisite: *Advanced PC Skills and an Email Acct.:* Facilitator will use TORQ®, an online assessment tool which guides jobseekers in accessing skill transferability comparisons

Self-Directed Resource Room Services

Support for Individuals with Disabilities: Auxiliary aids or services are available upon request. Speak with Job Specialist for assistance.

Reference Library

The library includes an extensive collection of subjects authored by experts in the employment field. Reference materials cover a wide range of job search topics addressing employment strategies and issues encountered by job seekers. Books are for use in the career center.

Directions to the Plymouth Career Center

36 Cordage Park Circle, Suite 200

- From Route 3 North or South, take Exit 9
- Turn onto Rte 3A South — follow 3A South approximately 1.7 mi
- At traffic light, take left into Cordage Commerce Center
- Take first right onto Cordage Park Circle— follow road to stop sign, you are directly facing building 36

Computer Workshop Level

Participants ***MUST*** meet minimum Workshop prerequisite

Use the "LEVELS" as a guideline to assess your computer skills

Level 1 = Beginner/Novice

Level 2 = Basic Keyboarding and Mouse Skills

Level 3 = Intermediate Keyboarding, Mouse and Word Processing Skills

Level 4 = Moderate Keyboarding, Mouse and Word Processing Skills

Level 5 = Advanced Keyboarding, Must know Copy and Paste

Computer Workshops

Intro to PC's ^{L1} : Learn computer fundamentals, including components of a PC, how to navigate Windows desktop, keyboard & mouse, cut/copy/save, access an e-mail account, attach documents and search internet.

Word Basics ^{L2} Prerequisite: *Must have basic PC, keyboarding and mouse skills.*

Learn Word processing fundamentals for creating a new document, saving files, setting margins, tabs, page layout, entering and formatting text. Apply cut/copy/paste for editing and use spell check.

Editing Word Documents ^{L3} Prerequisite: *Word basic skills, intermediate keyboarding and mouse skills.*

Become more familiar with the overall functions of Word. Apply Word processing formatting skills to edit documents, enhance and control text alignment, apply bullets, and manage headers/footers.

Internet Job Search Overview: Prerequisite ^{L2}: *Computer Skills & email account.* Prepare for your online job search. Tips on resume/cover letter writing, email etiquette/signature, & saving/accessing digital documents.

Internet Job Search Hands-On: Prerequisite ^{L3}: *Internet search skills, email account & digitally accessible resume.* Learn JobQuest & other job site fundamentals. Basic/advanced online job search & application tips.

E-Learning ^{L2} – This self-paced tutorial offers: computer software applications. Prerequisite: *Must have a valid e-mail address and have a basic understanding of computers and the internet*

Excel Basics ^{L4} - Prerequisite: *Knowledge of MS Word and Must know how to use a mouse.* Learn the basics on how to create spreadsheets.

LinkedIn ^{L3} – Prerequisite: *Must have resume on flash drive, email address, AND a LinkedIn account already set up*

MS Office Objects & PowerPoint Workshop ^{L5} - Prerequisite: *Must have strong Copy and Paste Skills for embedding objects into slides. Learn the basic functions of Objects and basics of PowerPoint.*

Policies and Procedures for All Workshop Registrations

SIGN-UP PROCEDURE

- In person (walk-in) and over the telephone and on a first-come first-served basis; slots will not be held/saved for customers.
- If you are registering for a workshop that has a prerequisite, you will need to meet all of the prerequisite requirements

POLICIES

- Customers may sign up for a maximum of four (4) computer related workshops per month
- All workshops begin on time, late customers will not be allowed to attend and their slot will be forfeited to a customer on the stand-by list or a walk-in
- To cancel a workshop, please call the career center at least one (1) day prior to the beginning of the workshop – if you neglect to notify the career center you will be recorded as a no-show (see exception to extenuating circumstances on detailed flyer at front desk)