Career Center Hours: Mon – Thurs: 9 AM – 6 PM, Fri: 9 AM – 3 PM 1301-D South Park Street, Carrollton, GA 30117 (Phone: 678-839-5923)



Career Center Workshops/Events for August 2013

Tuesday Wednesday Thursday Friday 1 Center Orientation 9:30-10 a.m. Rasic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Center Orientation 9:30-10 a.m. Resumés: Part 2 10:30-11:30 a.m. DCA Homeowaership Opportunities 11 a.m12 p.m. Basic Computer Skills 2 11 a.m12 p.m. Sincense Center Orientation 9:30-10 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Sincense Center Orientation 9:30-10 a.m. Basic Computer Skills 2 11 a.m12 p.m. Sincense Center Orientation Poportunities Center Orientation Poportunities Center Orientation Poportunities Center Orientation Poportunities Po		orkshops/Events for A			
Center Orientation 12-12:30 p.m.	Monday	Tuesday	Wednesday	·	
10-11 a.m. 2				Center Orientation	Center Orientation
11 a.m. 12 p.m. 5 6 7 Center Orientation 9:30-10 a.m. Resumés: Part 1 10-10:30 a.m. 10-30 a.m. 10-30 a.m. 10-30 a.m. 10-30 a.m. 10-30 a.m.				-	
Center Orientation 9:30-10 a.m. Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Center Orientation 9:30-10 a.m. Center Orientation 9:30-10 a.m. Center Orientation 9:30-10 a.m. DCA Homeownership Opportunities 11 a.m12 p.m. Basic Computer Skills 2 11 a.m12 p.m. Center Orientation 9:30-10 a.m. DCA Homeownership Opportunities 11 a.m12 p.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 1:30-3 p.m. Resumés: Part 3 1:30-3 p.m. Resumés: Part 4 2:30-3 p.m. Resumés: Part 3 1:30-3 p.m.				11 a.m12 p.m.	
10	5)				
Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m.		9:30-10 a.m.	Informational Session	9:30-10 a.m.	
12 13 14 15 16 16 16 16 17 17 16 17 17 18			Center Orientation	-	
12 13 14 Buying vs. Renting 10-11 a.m. 15 Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. 10-11 a.m. 10-11				-	
13 14 15 16 Center Orientation 9:30-10 a.m. Building a Better Resumés: Part 1 12:30-3 p.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Creating a Winning Advertisement 1 10-12:30 p.m. Resumés: Part 2 20 Center Orientation 9:30-10 a.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Resumés: Part 1 10-11 a.m. Resumés: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 10-11 a.m. Resumés: Part 2 10:30-3 p.m. Resumés: Part 1 10-11 a.m. Resumés: Part 2 10:30-3 p.m. Resumés: Part 2 230-3		10:30-11:30 a.m.	Networking Skills	11 a.m12 p.m.	
Center Orientation 9:30-10 a.m.			DCA Homeownership Opportunities		
9;30-10 a.m. 10-11 a.m. Center Orientation 2;30-30 p.m. Basic Computer Skills 1 3-3;30 p.m. Basic Computer Skills 2 3;30-4;30 p.m. Basic Computer Skills 2 10;10-10;30 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Basic Computer Skills 2 11 a.m12 p.m. Basic Computer Skills 2 11 a.m12 p.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Basic Computer Skills 1 12-12;30 p.m. 12-12;	12)				
Building a Better Resumés: Part 1 2:30-3 p.m.			10-11 a.m. Center Orientation	Making Your Sales Pitch 1:00-2:30 p.m.	
Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Basic Computer Skills 1 3-3:30 p.m. Basic Computer Skills 2 3:30-4:30 p.m. Basic Computer Skills 2 3:30-10 a.m. Basic Computer Skills 1 10-10-10:30 a.m. Interview Skills: Part 1 10-11 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Basic Computer Skills 1 1:00-2:30 p.m. Basic Computer Skills 1 1:00-2:30 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2 Basic Computer Sk					
Resumés: Part 1 2:30-3 p.m. Basic Computer Skills 2 3:30-4:30 p.m.		Winning Advertisement	1 100 p.m.		
Resumés: Part 2 3-4 p.m. 210 221 221 221 221 223 230-4:30 p.m. 221 221 221 230-10 a.m. 223 230-10 a.m. 223 230-10 a.m. 223 230-10 a.m. 240		Resumés: Part 1		•	
20) Center Orientation 9:30-10 a.m. Interview Skills: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 28) Center Orientation 9:30-10 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Center Orientation 12-12:30 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Center Orientation 12-12:30 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Center Orientation 12-12:30 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Successful Interviewing: Making Your Sales P		Resumés: Part 2		-	
Center Orientation 9:30-10 a.m. Resumés: Part 1 10-10:30 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Discontinuous pison of the properties of the pro	10)	-	01)	(00)	00)
Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. 26) 27) Center Orientation 2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Interview Skills: Part 1 10-11 a.m. Basic Computer Skills 2 11 a.m12 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. 29) Center Orientation 1:30-2 p.m. Basic Computer Skills 1 20-2:30 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Center Orientation 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 1	Job Corps:	Center Orientation	Center Orientation	Center Orientation	Center Orientation
10:30-11:30 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. 27) Center Orientation 2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Resumés: Part 2 11 a.m12 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. 29) Center Orientation 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2	12-2:30 p.m.				
Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. 26) 27) Center Orientation 2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Resumés: Part 2 Resumés: Part 2 Resumés: Creating a Winning Advertisement 1:00-2:30 p.m. 28) Center Orientation 1:30-2 p.m. Center Orientation 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2				_	
26) Center Orientation 2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Resumés: Part 2 28) GeorgiaCares Informational Session 9-10 a.m. Center Orientation 9:30-10 a.m. 29) Center Orientation 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2		Resumé: Creating a Winning Advertisement		Making Your Sales Pitch	
2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 Informational Session 9-10 a.m. Center Orientation 9:30-10 a.m. 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2	26)	-	28)	29)	30)
Resumés: Part 1 2:30-3 p.m. Center Orientation 9:30-10 a.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2			Informational Session		
Resumés: Part 2 Basic Computer Skills 2			Center Orientation	-	
10-11 a.m.			Dress for Success!	_	

CLASS	Resumés: Part 1 **Ask staff for assistance with preparation if needed.			
	✓ Begin to create a "master resumé" (a listing of all jobs/activities in your work history).			
DESCRIPTION	✓ Learn which resumé format works best for you.			
	Please bring work history to the class (all jobs, titles, dates, and descriptions of jobs).			
CLASS	Resumés: Part 2 **Must have attended "Resumés: Part 1" or have a master resumé already.			
CLASS	✓ Edit and format your master resumé.			
DESCRIPTION	 ✓ Learn how to target your resumé to specific companies and the importance of keywords. 			
	Please bring your master resumé from the "Resumés: Part 1" class.			
CLACC				
CLASS	Resumé Critique **By appointment only. ✓ Bring your resumé for a session with one of our certified resumé writers and a red pen!			
DESCRIPTION	✓ Learn what your specific resumé needs in order to be put in the "yes pile".			
CLASS	Basic Computer Skills: Part 1			
DESCRIPTION	✓ Learn the basic components of a computer			
DESCRIPTION	(ex: operating mouse/keyboard and understanding basic functions of the desktop). ✓ Introduction and exploration of Microsoft Word and FREE learning website tools such as gcflearnfree.org.			
CLASS	Basic Computer Skills: Part 2 **Must have attended Basic Computer Skills: Part 1 first.			
DESCRIPTION	✓ Introduction and exploration of the Internet. Create an e-mail account.			
	✓ Learn how to search for and complete job applications.			
CLASS	Interview Skills: Part 1			
DESCRIPTION	✓ Learn traditional expectations and how to apply effective interview skills.			
DESCRIPTION	✓ Learn behavioral and communication skills to use during your job interviews.			
CLASS	Interview Skills: Mock Interviews **By appointment only.			
DESCRIPTION	✓ Practice knowledge of interview expectations, including behavioral and communication skills.			
CLASS	Telephone & Networking Skills			
CLASS	✓ Learn how to communicate in a positive and effective manner when inquiring about openings.			
DESCRIPTION	✓ Learn how to maximize and take advantage of social resources during your job search.			
CLASS	Dress for Success!			
CLASS	✓ Learn appropriate dress attire for job searching and interviews.			
DESCRIPTION	✓ Receive tips concerning hygiene and appearance to make the most professional impression.			
CLASS	Offered in August only! Sign up is required.			
CLASS DESCRIPTION	***DCA Homeownership (Offered by Georgia Department of Community Affairs Housing Outreach) ✓ Explore DCA homeownership programs, including first mortgage financing and down payment assistance.			
	Offered in August only! Sign up is required.			
CLASS	***Building a Better Resumé: Creating a Winning Advertisement (Offered by Pierretta Wingfield of Lowe's)			
DESCRIPTION	✓ Learn basic components and formats (what you should and should not include).			
Offered in August only! Sign up is required.				
CLASS	***Successful Interviewing: Making Your Sales Pitch (Offered by Pierretta Wingfield of Lowe's)			
DESCRIPTION	✓ Learn effective ways to sell yourself during an interview including proper attire.			
Offered in August only! Sign up is required.				
CLASS	***Job Corps: Informational Session (Offered by US Dept. of Labor Job Corps Program)			
DESCRIPTION	✓ Find out about skills training, educational, and placement opportunities for ages 16 through 24.			
Offered in August only! Sign up is required.				
CLASS	<u>Offered in August Only! Sign up is required.</u> ***Buying vs. Renting: Home Buyer Seminar (Offered by Sandra Houston of Prudential Realty)			
DESCRIPTION	✓ Thinking about purchasing a home within the next 12 Months? Learn the process of buying a home.			
DESCRIPTION	. Thinking about purchasing a nome within the next 12 months: Leafff the process of buying a nome.			

Learning online?

Check out GCFLearnFree at www.gcflearnfree.org for more educational opportunities.