

# JUNE 2017



## Workshops

Available to you at No Cost!

Sunrise Career Center 5858 SPID Suite #1  
 Staples Career Center 520 N. Staples

Phone 361-882-7491  
 888-860-5627

(Workshop Estimated Value up to \$250)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <a href="#">Sunrise Career Center Career Center Services</a> 9 - 10 am	3
4	5 <a href="#">Staples Career Center</a> Job Readiness/Job Club 2 - 4 pm <i>Looking for a Job</i>	6 <a href="#">Sunrise Career Center</a> Career Ready Workforce Certification (CRWC)  CRWC — Day 1 9 am - 4 pm	7 <a href="#">Staples Career Center</a> Career Center Services 9 - 10 am Microsoft Word for Beginners 2 - 4 pm  CRWC — Day 2 9 am - 4 pm	8  CRWC — Day 3 9 am - 4 pm	9 <a href="#">Sunrise Career Center</a> Career Center Services 9 - 10 am <a href="#">Staples Career Center</a> Keyboard Basics 2 - 3:30 pm  CRWC — Day 4 9 am - 4 pm	10
11	12 <a href="#">Staples Career Center</a> Job Readiness/Job Club 2 - 4 pm <i>Money Matters</i>	13	14 <a href="#">Staples Career Center</a> Career Center Services 9 - 10 am Computer Basics 2 - 4 pm	15	16 <a href="#">Sunrise Career Center</a> Career Center Services 9 - 10 am	17
18 	19 <a href="#">Staples Career Center</a> Job Readiness/Job Club 2 - 4 pm <i>Health Awareness</i>	20 <a href="#">Sunrise Career Center</a> Resume Writing 1 - 4 pm	21 <a href="#">Staples Career Center</a> Career Center Services 9 - 10 am	22 <a href="#">Sunrise Career Center</a> WorkInTexas 1 - 3 pm 	23 <a href="#">Sunrise Career Center</a> Career Center Services 9 - 10 am	24
25	26 <a href="#">Staples Career Center</a> Job Readiness/Job Club 2 - 4 pm <i>Diabetes Awareness</i>	27 	28 <a href="#">Staples Career Center</a> Career Center Services 9 - 10 am Beginners Guide to Microsoft Excel 1 - 4 pm	29	30 <a href="#">Sunrise Career Center</a> Career Center Services 9 - 10 am <a href="#">Staples Career Center</a> Resume Writing 2 - 4 pm	

FMI: [www.workforcesolutionscb.org](http://www.workforcesolutionscb.org)

[info@workforcesolutionscb.org](mailto:info@workforcesolutionscb.org)

Connect with Us!



## Beginners Guide to Microsoft Excel

Learn how to create and save a worksheet, enter text and values, basic formatting, formulas and printing.

## Career Center Services

We can help you get a job with all the services we have to offer you at no cost! Learn about WorkInTexas.com, latest Labor Market Information (LMI), job placement and education/training services, use of office equipment, community partner resources, workshops, Hot Jobs! (\$12.00+ per hour) and more!

## Career Ready Workforce Certification (CRWC)

Participate in a life changing experience with our National and State Award winning *four-day* workshop which empowers you with employable *soft skills* that employers are looking for. 14 competencies are earned such as communication proficiency, teamwork, analytical and problem solving, interpersonal effectiveness, computer/ technical literacy, leadership/ management tools, learning skills, and strong work values. Continuing Education Credits (CEUs) and a college transcript are received upon completion of the four-day curriculum. A dynamic facilitator will ensure that you are above the competition to land that next job! "You're the BEST!" Ask any career center staff for a referral to the next class

## Computer Basics

This workshop is designed for the individual who has little to no experience or knowledge of operating a personal computer. You will learn Basic Microsoft Windows and how to access the Internet to search for job related sites.

## Keyboard Basics

A "must do" workshop for beginners to learn how to type on a computer. You will be provided with the groundwork to acquire skills needed to proficiently keyboard to meet today's technology requirements

## Job Readiness/Job Club

This is a great opportunity to *network* with other job seekers. Networking is the #1 strategy for finding employment. Topics will cover interviewing skills, job application tips to include on-line applications, job search techniques, stress management, budgeting, customer service, and communication skills. Join us for a different topic every week presented by the experts!

**06/05** — *Looking for a Job* by Kelly Trevino - Better Business Bureau - Avoid becoming a victim of employment scams

**06/12** — *Money Matters* by Nicole Hartwick - Frost Bank - Money saving tips and tricks

**06/19** — *Health Awareness* by Cecilia Orozco - Coastal Bend Wellness Foundation - Effects of health decisions and preventative care

**06/26** — *Diabetes Awareness* by Kate Hilliard - Corpus Christi Food Bank - Information about diabetes and preventative care

## Microsoft Word for Beginners

Learn how to create and save a document, spell check and change spacing and page margins. We will navigate, format, select and move text, create numbered lists, and more!

## Resume Writing

Develop an effective resume that will impress any employer. You will receive assistance in formatting the resume for a professional look as well as how to effectively present your resume and cover letter to employers. Don't forget your thank you cards!



[www.WorkInTexas.com](http://www.WorkInTexas.com) is the largest online job matching database in Texas. Learn how you can receive quality job matches from employers. Once registered in WorkInTexas, employers start looking for you!

Spanish or language interpretation available upon request at least one day prior to workshop.

### Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

**Deaf, hard-of-hearing or speech impaired customers may contact**

**Relay Texas:** 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice).

# JUNE 2017



## Workshops

Available to you at No Cost!

**Kingsville Career Center** 1814 Brahma Blvd.  
**Alice Career Center** 704 Coyote Trail

Phone 361-592-1006 or 1-800-884-3520  
 361-668-0167 or 1-800-388-5813

(Workshop Estimated Value up to \$250)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <a href="#">Alice Career Center Computer Basics</a> 2:30 - 3:30 pm  <a href="#">Alice Career Center</a> (By Appointment Only) Work In Texas Interview Preparation	2 <a href="#">Alice Career Center Career Center Services</a> 1 - 2 pm	3
4	5 <a href="#">Kingsville Career Center Job Readiness/Job Club</a> 2 - 4 pm  <a href="#">Alice Career Center Job Readiness/Job Club</a> 2 - 4 pm	6 <a href="#">Kingsville Career Center Resume Writing</a> 2 - 4 pm	7 <a href="#">Kingsville Career Center Career Center Services</a> 9 - 10 am  <a href="#">Alice Career Center Resume Writing</a> 2:30 - 3:30 pm	8 <a href="#">Kingsville Career Center Interview Preparation</a> 2 - 4pm  <a href="#">Alice Career Center Computer Basics</a> 2:30 - 3:30 pm (By Appointment Only) Work In Texas Interview Preparation	9 <a href="#">Kingsville Career Center Work In Texas / Computer Basics</a> 9 - 10 am  <a href="#">Alice Career Center Career Center Services</a> 9 - 10 am	10
11	12 <a href="#">Kingsville Career Center Job Readiness/Job Club</a> 2 - 4 pm  <a href="#">Alice Career Center Job Readiness/Job Club</a> 2 - 4 pm	13 <a href="#">Kingsville Career Center Resume Writing</a> 2 - 4 pm   IT'S SUMMER!	14 <a href="#">Kingsville Career Center Career Center Services</a> 9 - 10 am  <a href="#">Alice Career Center Resume Writing</a> 2:30 - 3:30 pm	15 <a href="#">Kingsville Career Center Interview Preparation</a> 2 - 4 pm  <a href="#">Alice Career Center Computer Basics</a> 2:30 - 3:30 pm (By Appointment Only) Work In Texas Interview Preparation	16 <a href="#">Kingsville Career Center Work In Texas / Computer Basics</a> 9 - 10 am  <a href="#">Alice Career Center Career Center Services</a> 9 - 10 am	17
18 	19 <a href="#">Kingsville Career Center Job Readiness/Job Club</a> 2 - 4 pm  <a href="#">Alice Career Center Job Readiness/Job Club</a> 2 - 4 pm	20 <a href="#">Kingsville Career Center Resume Writing</a> 2 - 4 pm	21 <a href="#">Kingsville Career Center Career Center Services</a> 9 - 10 am  <a href="#">Alice Career Center Resume Writing</a> 2:30 - 3:30 pm	22 <a href="#">Kingsville Career Center Interview Preparation</a> 2 - 4 pm  <a href="#">Alice Career Center Computer Basics</a> 2:30 - 3:30 pm (By Appointment Only) Work In Texas Interview Preparation	23 <a href="#">Kingsville Career Center Work In Texas / Computer Basics</a> 9 - 10 am  <a href="#">Alice Career Center Career Center Services</a> 9 - 10 am	24
25	26 <a href="#">Kingsville Career Center Job Readiness/Job Club</a> 2 - 4 pm  <a href="#">Alice Career Center Job Readiness/Job Club</a> 2 - 4 pm	27 <a href="#">Kingsville Career Center Resume Writing</a> 2 - 4 pm	28 <a href="#">Kingsville Career Center Career Center Services</a> 9 - 10 am  <a href="#">Alice Career Center Resume Writing</a> 2:30 - 3:30 pm	29 <a href="#">Kingsville Career Center Interview Preparation</a> 2 - 4pm  <a href="#">Alice Career Center Computer Basics</a> 2:30 - 3:30 pm (By Appointment Only) Work In Texas Interview Preparation	30 <a href="#">Kingsville Career Center Work In Texas / Computer Basics</a> 9 - 10 am  <a href="#">Alice Career Center Career Center Services</a> 9 - 10 am	

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## Career Center Services

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## Computer Basics

This workshop is designed for the individual who has little to no experience or knowledge of operating a personal computer. You will learn Basic Microsoft Windows and how to access the Internet to search for job related sites.

## Interview Preparation (By Appointment Only)

Would you like to practice interviewing prior to going to an employer? We will provide you with advice on improving your interview performance.

## Job Readiness/Job Club

This is a great opportunity to *network* with other job seekers. Networking is the #1 strategy for finding employment. Topics will cover interviewing skills, job application tips to include on-line applications, job search techniques, stress management, budgeting, customer service, and communication skills. Join us for a different topic every week.

## Resume Writing

Develop an effective resume that will impress any employer. You will receive assistance in formatting the resume for a professional look, as well as how to effectively present your resume and cover letter to employers. Don't forget your thank you cards!



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**Relay Texas:** 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice).

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## Workshops

Available to you at No Cost!

Beeville Career Center 3800 Charco Rd  
Sinton Career Center 1113 East Sinton

Phone 361-358-8941 or 1-800-666-0479  
361-364-3284 or 1-800-727-4356

(Workshop Estimated Value up to \$250)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <a href="#">Beeville Career Center Career Center Services</a> 10 - 11 am	2 <a href="#">Beeville Career Center Computer Basics &amp; Resume Writing</a> <i>*By Appointment Only*</i>	3
4	5 <a href="#">Beeville Career Center Job Readiness/Job Club</a> 9 - 11 am <a href="#">Sinton Career Center Job Readiness/Job Club</a> 1 - 3 pm <i>Summer Earn &amp; Learn</i>	6	7 <a href="#">Sinton Career Center Career Center Services</a> 2 - 3 pm <b>Resume Writing</b> 3:30 - 4:30 pm	8 <a href="#">Beeville Career Center Career Center Services</a> 10 - 11 am <a href="#">Sinton Career Center Computer Basics</a> 2 - 4 pm	9 <a href="#">Beeville Career Center Computer Basics &amp; Resume Writing</a> <i>*By Appointment Only*</i> <a href="#">Sinton Career Center Microsoft Word</a> 9 - 11 am	10
11	12 <a href="#">Beeville Career Center Job Readiness/Job Club</a> 9 - 11 am <a href="#">Sinton Career Center Job Readiness/Job Club</a> 1 - 3 pm <i>High Blood Pressure/Men's Health</i>	13	14 <a href="#">Sinton Career Center Career Center Services</a> 2 - 3 pm	15 <a href="#">Beeville Career Center Career Center Services</a> 10 - 11 am	16 <a href="#">Beeville Career Center Computer Basics &amp; Resume Writing</a> <i>*By Appointment Only*</i>	17
18	19 <a href="#">Beeville Career Center Job Readiness/Job Club</a> 9 - 11 am <a href="#">Sinton Career Center Job Readiness/Job Club</a> 1 - 3 pm <i>Adult Financial Literacy</i>	20 <a href="#">Beeville Career Center Career Ready Workforce Certification (CRWC)</a>  CRWC — Day 1 9 am - 4 pm	21 <a href="#">Sinton Career Center Career Center Services</a> 2 - 3 pm <b>Resume Writing</b> 3:30 - 4:30 pm CRWC — Day 2 9 am - 4 pm	22 <a href="#">Beeville Career Center Career Center Services</a> 10 - 11 am <a href="#">Sinton Career Center Computer Basics</a> 2 - 4 pm CRWC — Day 3 9 am - 4 pm	23 <a href="#">Beeville Career Center Computer Basics &amp; Resume Writing</a> <i>*By Appointment Only*</i> <a href="#">Sinton Career Center Microsoft Excel</a> 9 - 11 am CRWC — Day 4 9 am - 4 pm	24
25	26 <a href="#">Beeville Career Center Job Readiness/Job Club</a> 9 - 11 am <a href="#">Sinton Career Center Job Readiness/Job Club</a> 1 - 3 pm <i>Adult Literacy</i>	27	28 <a href="#">Sinton Career Center Career Center Services</a> 2 - 3 pm <b>Resume Writing</b> 3:30 - 4:30 pm	29 <a href="#">Beeville Career Center Career Center Services</a> 10 - 11 am	30 <a href="#">Beeville Career Center Computer Basics &amp; Resume Writing</a> <i>*By Appointment Only*</i>	





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- 06/05 – *Summer Earn & Learn* by Myra Gutierrez – Vocational Rehabilitation Services – Sinton Career Center - Learn about an employment program for students with disabilities
- 06/12 – *High Blood Pressure/Men's Health* by Victoria Longoria – San Patricio Department of Public Health – Sinton Career Center – Get tips and information about keeping blood pressure down and learn current issues in men's health
- 06/19 – *Adult Financial Literacy* by Staci Harris – Sinton IBC Bank – Sinton Career Center – Information about banking and managing an account
- 06/26 – *What is Adult Literacy?* by Linda Medellin – Adult Literacy Program – Sinton Career Center – The ability to read and write can change your life! There are also other types of literacies—or abilities—that can impact you and your family. Come learn of all literacy services and resources available to you.

## Microsoft Word for Beginners

Learn how to create and save a document, spell check and change spacing and page margins. We will navigate, format, select and move text, create numbered lists, and more!

## Resume Writing

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