

**Jersey Job Club
Workshops
PASSAIC COUNTY
One Stop Career Center**

MARCH

2019

**200 Memorial Drive
Paterson, NJ 07505
973-340-3400
1st Floor–The Quiet Room**

Visit us on the Web: www.pcwdc.org

If you missed or arrived late to any workshop, please call **973-340-3400 ext.7200** to reschedule your workshop appointment. Due to limited parking arrive in Paterson early for workshop attendance.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Please call 973-340-3400 ext. 7200 to schedule appointment to attend desired workshop.</p>				<p><u>1</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>
<p><u>4</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:30PM - 3:30PM</p>	<p><u>5</u> The Right Career For You 9:30AM - 12:00PM Path To Employment 1:15PM - 3:15PM</p>	<p><u>6</u> Network / LinkedIn 101 9:30AM - 10:30AM Top-Notch Resumes 11:00AM - 12:30PM Acing The Job Interview 1:30PM - 3:15PM</p>	<p><u>7</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>	<p><u>8</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>
<p><u>11</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:30PM - 3:30PM</p>	<p><u>12</u> The Right Career For You 9:30AM - 12:00PM Path To Employment 1:15PM - 3:15PM</p>	<p><u>13</u> Network / LinkedIn 101 9:30AM - 10:30AM Top-Notch Resumes 11:00AM - 12:30PM Acing The Job Interview 1:30PM - 3:15PM</p>	<p><u>14</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>	<p><u>15</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>
<p><u>18</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:30PM - 3:30PM</p>	<p><u>19</u> The Right Career For You 9:30AM - 12:00PM Path To Employment 1:15PM - 3:15PM</p>	<p><u>20</u> Network / LinkedIn 101 9:30AM - 10:30AM Top-Notch Resumes 11:00AM - 12:30PM Acing The Job Interview 1:30PM - 3:15PM</p>	<p><u>21</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>	<p><u>22</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>
<p><u>25</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:30PM - 3:30PM</p>	<p><u>26</u> The Right Career For You 9:30AM - 12:00PM Path To Employment 1:15PM - 3:15PM</p>	<p><u>27</u> Network / LinkedIn 101 9:30AM - 10:30AM Top-Notch Resumes 11:00AM - 12:30PM Acing The Job Interview 1:30PM - 3:15PM</p>	<p><u>28</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>	<p><u>29</u> MS Office Specialist Prep & Open Access 9:00AM - 12:00PM MS Office Specialist Prep & Open Access 1:45PM - 3:30PM</p>

Career One-Stop Center

Passaic County Career One-Stop Center

200 Memorial Drive, Paterson, NJ 07505

“Knowledge is power”



A proud partner of the **americanjobcenter** network

Sign up for a workshop today!

Core and Enrichment Workshops – Please call 973-340-3400 ext. 7200 to schedule workshop appointment

Top-Notch Resumes I & II

- Basic and Advanced Resume writing techniques
- Review the *Chronological* and *Functional* resume styles
- Tips on your own personal branding
- Marketing yourself to employers

Mastering the Art of Networking

- Review current strategies for effective networking
- Clearly define what your career goals are
- Know what your work values are (pay, workhours, location)

The Right Career For You

- Review tools used to identify and explore careers

Acing The Job Interview I & II

- Prepares you for all phases of the job interview
- Discuss and practice workshop presentation
- Access occupation specific information such as hiring trends (demand occupation) and salary info

LinkedIn 101

- Learn the basics of LinkedIn
- Build strong, vibrant headlines, profiles and summaries
- Establish a network of contacts and a diverse group of industry connections

Path To Employment

- *CareerConnections.nj.gov* – **Plan - Prepare - Succeed**

Are You Prepared?

MS Office Specialist Prep / Open Access – *No appointment required*

Technology has created many new positions in the digital market. These positions require an individual be prepared with training and possibly a certification. Certifications attest to, or provide clear evidence of, your ability to be successful in your new career.

The Passaic County Workforce Development Center (PCWDC) and the New Jersey Career One-Stop Center located at 200 Memorial Drive, Paterson, NJ 07505 are offering you an opportunity to prepare for that digital marketplace.

PC140-2016-Basic Word Processing

PC141-2016-Int Word Processing I

PC142-2016-Int Word Processing II

PC-150- Basic Spreadsheets

PC151- Intermediate Spreadsheets I

PC152- Intermediate Spreadsheets II

PC120-IE11-Exploring The Web

PC130-2010-E-Mail Basics (MS Outlook)

PC120-Chrome-Exploring The Web

PC-130-Gmail-E-mail Basics

PC-131-GC-Calendar Basics (Google)

Clients needing to begin their journey on the digital super-highway, have no fear, can begin their future by working with...

Mouse Tutorial-English MT

PC100-V5-Basic Skills

PC102-Win10-Windows Basics

PC110-Win10-File Management

- Clients may use programs: Teknimedia Interactive Instruction, MS Word, Internet Explorer, etc.
- Clients may begin / complete their cover letter and resume project then upload the results to their e-mail account
- Clients may continue the job search process as well as establish a free e-mail account