

Class Schedule for Job Search (JO) and Supported Work (SW) - July 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Career Center Self-Paced Computer Lab 8 am—4 pm	2 Job Application Assistance—Career Center 9 am — 10 am Resume Assistance—SDC 11:00 am — 12 pm Computer Basics: Word—Career Center 2 pm—3 pm	3 I-Match Assistance—Career Center 10:30 am — 12 pm Keyboarding Lab—Career Center 12 pm — 1 pm VT Info Session—SDC 2:30 pm—3:45 pm	4 INDEPENDENCE DAY HOLIDAY	5 Career Center Self-Paced Computer Lab 8 am—2 pm Mock Interview 10 am — 12 pm Overcoming Background Barriers 10 am — 11:30 am
8 Overcoming Background Barriers, Part 2-Job Search—SDC 10:30 am—12 pm Career Center Self-Paced Computer Lab 8 am—4 pm	9 Job Application Assistance—Career Center 9 am — 10 am Resume Assistance—SDC 11:00 am — 12 pm Computer Basics: Word—Career Center 2 pm—3 pm	10 I-Match Assistance—Career Center 10:30 am — 12 pm Keyboarding Lab—Career Center 12 pm — 1 pm VT Info Session—SDC 2:30 pm—3:45 pm	11 Cover Letter/List of References Assistance—SDC 11:00 am — 12 pm Computer Basics: Excel—Career Center 2 pm—3 pm	12 Career Center Self-Paced Computer Lab 8 am—2 pm Mock Interview 10 am — 12 pm Overcoming Background Barriers 10 am — 11:30 am
15 Career Center Self-Paced Computer Lab 8 am—4 pm	16 NCRC Registration 9 am — 10 am Resume Assistance—SDC 11:00 am — 12 pm Computer Basics: Word—Career Center 2 pm—3 pm	17 I-Match Assistance 10:30 am — 12 pm Keyboarding Lab—Career Center 12 pm — 1 pm VT Info Session 2:30 pm—3:45 pm	18 Cover Letter/List of References Assistance 11 am — 12 pm Computer Basics: Excel—Career Center 2 pm—3 pm	19 Career Center Self-Paced Computer Lab 8 am—2 pm Mock Interview 10 am — 12 pm Overcoming Background Barriers 10 am — 11:30 am
22 Overcoming Background Barriers, Part 2-Job Search 10:30 am—12 pm Career Center Self-Paced Computer Lab 8 am—4 pm	23 Job Application Assistance—Career Center 9 am — 10 am Resume Assistance—SDC 11:00 am — 12 pm Computer Basics: Word—Career Center 2 pm—3 pm	24 I-Match Assistance 10:30 am — 12 pm Keyboarding Lab—Career Center 12 pm — 1 pm VT Info Session 2:30 pm—3:45 pm	25 Cover Letter/List of References Assistance 11 am—12 pm Computer Basics: Excel—Career Center 2 pm—3 pm	26 Career Center Self-Paced Computer Lab 8 am—2 pm Mock Interview 10 am — 12 pm Overcoming Background Barriers 10 am — 11:30 am
29 Career Center Self-Paced Computer Lab 8 am—4 pm	30 Job Application Assistance—Career Center 9 am—10 am Resume Assistance—SDC 11:00 am — 12 pm Computer Basics: Word—Career Center 2 pm—3 pm	31 I-Match Assistance 10:30 am — 12 pm Keyboarding Lab—Career Center 12 pm — 1 pm VT Info Session 2:30 pm—3:45 pm		



July 2019 CLASS SCHEDULE

Job Search (JO) and Supported Work (SW)

East County Family Service Center, 11826 NE GLISAN ST. PORTLAND, OR 97220

- **Resume Assistance** = For participants who need help with creating new or updating old resume.
- **Cover Letter/List of References Assistance** = For participants who need help with creating new or updating old cover letter and List of References.
- **Computer Basics -Word** = For participants who want to learn the basics of Microsoft Word.
- **Computer Basics - Excel** = For participants who want to learn the basics of Microsoft Excel.
- **Mock Interview** = Practice job interview techniques with instructor.
- **Overcoming Background Barriers (OBB)**= This workshop focuses on addressing barriers to employment, record expungement or sealing process.
- **Overcoming Background Barriers (OBB) Part 2– Job Search**= Learn how to write a disclosure letter, the types of background checks employers run and the best place to look for jobs for you.
- **NCRC Registration** = This workshop focuses on overview and registration for the *National Career Readiness Certificate*.
- **IMATCH Assistance** = Learn how to set up your iMatch account.
- **VT Info. Session** = Explore the possibility of attending a short term vocational training while still receiving your TANF grant
- **Keyboarding Lab** = For participants who need help updating their keyboarding skills.
- **Job Application Assistance** = Assistance with completing general job application.