

OPEN MON-THURS: 10:00AM-5:00PM & FRI: 10:00AM-3:00PM - WALK-INS WELCOME!

JULY 2017

Mon	Tue	Wed	Thu	Fri
Available by appointment: ⊕ Excel ⊕ LinkedIn ⊕ Google Drive				1
3	4 CLOSED  Happy 4th of July!	5	6	7
10 Computer Smarts 1 of 4 9:30AM-11:30AM	11	12 Computer Smarts 2 of 4 9:30AM-11:30AM	13 CENTER OPENS AT 11:00	14
17 Computer Smarts 3 of 4 9:30AM-11:30AM	18 CENTER OPENS AT 1:30PM	19 Computer Smarts 4 of 4 9:30 AM—11:30 AM	20 HIRING EVENT 11:00AM-3:00PM (See details on back.)	21
24 31	25	26	27 CENTER OPENS AT 11:00	28 

FREE JOB HELP @ THE CAREER CONNECTION CENTER

DES MOINES-SOUTH CCC - EVENTS

REGISTRATION REQUIRED! PLEASE CALL 515-953-6456 OR EMAIL Kathyr@dmgoodwill.org

Computer Smarts

Day 1: Understanding Windows and basics including mouse use and keyboard use

Day 2: Navigating the Internet, E-mail, and Safe Search job site strategies

Day 3: Basic Microsoft Office environment

Day 4: Microsoft Word 2010

CERTIFICATE PROVIDED for completion

LinkedIn —By Appt.

- Build your profile
- Expand your network
- Increase job exposure

1-on-1 lessons available

Job Search—All Open Hours

- Find jobs in many places
- Avoid unwanted contacts from job boards
- Effectively network during a job search
- Use the CCC resources to its fullest

HIRING EVENT

Interviews 7/20, 11AM-3PM

1. **Choose the company and job you want.**
2. **Apply at a Career Connection Center or send proof of application to Kathy at Kathyr@dmgoodwill.org.**
3. **Call to get an interview time, granted on a first-come, first-serve basis, so apply now!**

CALL 515-953-6456 FOR MORE INFORMATION!

EMPLOYERS

11 AM—1PM:

- ABM Business Services (commercial janitors)
- Golden Heart Senior Care (home care help, CNAs)
- VonAchen Group (industrial janitors and laborers)
- BCforward (forklift operators, inventory control, packagers)

1 PM—3 PM:

- Goodwill Stores (store clerk and production)
- Diamond Crystal Brands (packers)
- Cemen Tech, Inc. (Indianola, 12 manufacturing and warehouse roles)

Interview like a S.T.A.R. Journals

By Appt.

- Focus technique to remember your work/school successes
- Builds confidence for interviews
- Keeps your interview answers short

Word Basics—By Appt.

Learn how to use Word

- Ribbon—learn what it does for you
- Formatting —features to remember
- Practice—these are hands-on lessons

Google Drive—By Appt.

- Free online file storage
- Overview of free online applications equivalent to MS Office
- Docs, Sheets, Slides, Forms
- Share, collaborate, and access from

ALL EVENTS ARE *FREE* AND OPEN TO THE PUBLIC



HOURS: MONDAY-THURSDAY 10AM-5PM & FRIDAYS 10AM-3PM • Check calendar for special hours.

Newton CCC Location

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Newton, IA 50208
641-791-0424

Des Moines CCC Location

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Des Moines, IA 50320
515-953-6456

Johnston CCC Location

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515-265-5323