



Seneca Ridge



Neighborhood Network News

July & August
2010

Job Club

Discover useful resources to find employment. In our Job Club, participants will learn how to work towards achievable job-readiness goals through individual counseling sessions and group workshops.

JOB CLUB

Assessment & Counseling

9:00 AM to 12:00
7/26 - Monday
7/27 - Tuesday
7/28 - Wednesday

Workshops

10:00 AM -12:30 PM
Monday & Wednesday
8/2, 8/4, 8/9, 8/11

1. Identify your skills, aptitudes and interests
2. Identify job focus
3. Create, update and improve your resume
4. Write cover letters
5. Learn how to interview
6. Market yourself more effectively

Space is limited to 15 participants
Call to register: 240.773.9349



Housing Opportunities Commission

HOC Staff

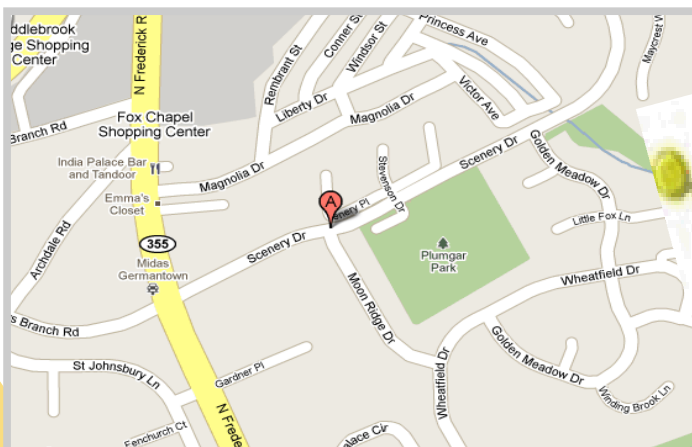
Margery McCarthy-Hall
Neighborhood Network
Coordinator

Margery.McCarthy-Hall@hocmc.org

Office Hours

Monday-Friday
9:00 -5:30pm
or by Appointment
240.773.9349

Tony Davis Resource Center
19568 Scenery Drive
Germantown, MD
20876



Help
Wanted

July & August 2010

WORD BASIC

Word Basic 1:

Tuesday & Thursday

9:30 - 11:30 AM

or

6:00 - 8:00 PM

August 3 - August 17

- ◆ Document Navigation
- ◆ Margins
- ◆ Page Orientation
- ◆ Copy, Cut, Paste
- ◆ Text Formatting
- ◆ Paragraph Formatting
- ◆ Page Breaks
- ◆ Headers & Footers
- ◆ Tables

Word Basic 2:

Tuesday & Thursday

9:30 - 11:30 AM

or

6:00 - 8:00 PM

August 19 - August 31

- ◆ Clip Art
- ◆ Tabs
- ◆ Printing

Addressing Childhood Obesity Workshops:

Tuesday 7:00 - 9:00 PM

7/13

Self Esteem & it's Effects on Childhood Obesity

7/27

Let's Get Techy With It

8/17

Nutrition and Your Child Part 1

8/31

Nutrition and Your Child Part 1



Open Computer Time

2:00 PM to 5:00 PM
MONDAY - THURSDAY



Why Computer skills Are important:

- The job market requires computer skills in almost every field, from maintenance work to nursing.
- An email address is necessary to apply for most job positions.
- The Internet makes it easy to find information on any topic quickly.