



Carver Computer and Job Search Center



Looking for a job?

Need to improve computer skills?

We Can Help!!!



CENTER HOURS OF OPERATION

Monday-Thursday
12 noon - 8 p.m.

Saturday
11 a.m. - 4 p.m.

Sunday
2 p.m. - 5 p.m.

Visit the Carver Branch blog at <http://library.austintexas.gov>

Located at the Carver Branch at
1161 Angelina Street
Near The Youth Section of the Library



April 2012 Class Schedule

Tuesday, April 3

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Basic Computer Skills
Computacion Basica

Wednesday, April 4

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Interviewing Skills
Intro to Word

Thursday, April 5

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Intro to Word
Job Search and the
Hidden Job Market

Tuesday, April 10

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Resume Writing
Computacion Basica

Wednesday, April 11

2:00 PM – 4:00 PM

Intro to the Internet

Thursday, April 12

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Basic Computer Skills
Intermediate Web E-mail

Saturday, April 14

1:00 PM – 3:00 PM

Basic Computer Skills

Monday, April 16

6:00 PM – 8:00 PM

Intro to Word

Tuesday, April 17

2:00 PM – 4:00 PM

Job Search/Hidden Job
Market

6:00 PM – 8:00 PM

Computacion Basica

Wednesday, April 18

6:00 PM – 8:00 PM

Basic Computer Skills

Tuesday, April 24

2:00 PM – 4:00 PM
4:00 PM – 5:00 PM
6:00 PM – 8:00 PM

Resume Writing
Cover Letter Writing
Computacion Basica

Wednesday, April 25

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Computacion Basica
Intro to Microsoft Excel

Thursday, April 26

2:00 PM – 4:00 PM
6:00 PM – 8:00 PM

Reference Database
Intro to the Internet

Monday, April 30

6:00 PM – 8:00 PM

Intro to Microsoft Excel

***"Choose a job you love,
and you will never have to
work a day in your life."***

- Confucius -