

## August 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
<p><b>Mousing Skills Club</b> 3 9:00 – 11:00 am</p> <p><b>Build a More Effective Resume</b> 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p><b>Basic Computer</b> 4 Part 1 : 9:00 – 11:00 am <b>ICCS (Introduction to Career Center Services)</b> 9:00 – 11:00 am <b>Ask the Experts</b> 11:30 am – 12:30 pm <b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Work Keys</b> 5 9:00 am – 1: 30 pm</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p> <p><b>Special Projects:</b> 1:00 – 5:00 pm</p>	<p><b>Basic Computer</b> 6 Part 2: 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p>	<p><b>Job Seeking Skills</b> 7 9:00 – 11:00 am</p>	<p><b>JOBS COMPUTER LAB</b></p> <ul style="list-style-type: none"> <li>• Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts</li> <li>• Follow-up for Build/Resume</li> <li>• Intermediate Computer</li> <li>• Intro to the Internet, Work Keys</li> <li>• Job Seeking Skills, Special Projects</li> <li>• <b>WORK IT!</b></li> <li>• AEL Orientation</li> </ul> <p><b>ARCH CONFERENCE ROOM</b></p> <ul style="list-style-type: none"> <li>• Build a More Effective Resume</li> <li>• Conducting a Job Search</li> <li>• Interview Skills</li> </ul> <p><b>COURTHOUSE CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>• Training Orientation</li> <li>• LinkedIn Workshop</li> <li>• ICCS</li> <li>• Just Ask Me</li> </ul> <p><b>FOREST PARK CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>• Lunch &amp; Learn – F. ALANIZ</li> </ul> <p style="text-align: center;">*****</p> <p style="text-align: center;"><b>ALL events <u>must</u> be scheduled! See the Skills Team!</b></p> <p style="text-align: center;"><b>Computer Skills <u>must</u> be assessed for appropriate scheduling</b></p> <p style="text-align: center;">*****</p> <div style="text-align: center;">  </div>
<p><b>Interview Skills</b> 10 9:00 – 11:30 am</p> <p><b>Build a More Effective Resume</b> 2:00 – 4:00 pm</p>	<p><b>Basic Computer</b> 11 Part 1 : 9:00 – 11:00 am</p> <p><b>Ask the Experts</b> 11:30 am – 12:30 pm</p>	<p><b>Intermediate Computer</b> 12 10:00 am – 12:30 pm</p>	<p><b>Basic Computer</b> 13 Part 2: 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Intro to the Internet (Email/Online Search)</b> 14 9:00 – 11:00 am <b>Training Orientation</b> 10:00 am – 12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm <b>Special Projects:</b> 1:00 – 5:00 pm</p>	
<p><b>Mousing Skills Club</b> 17 9:00 – 11:00 am</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p> <p><b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p><b>AEL Orientation</b> 18 8:00 am – 1:00 pm <b>Basic Computer</b> Part 1 : 9:00 – 11:00 am <b>Ask the Experts</b> 11:30 am – 12:30 pm <b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Work Keys</b> 19 9:00 am – 1: 30 pm <b>Build a More Effective Resume</b> 9:00 – 11:00 am <b>Special Projects:</b> 1:00 – 5:00 pm <b>Conducting a Job Search</b> (Job Goal/Barriers/Applications/Appearance/Retention): 2:00 – 4:30 pm</p>	<p><b>Basic Computer</b> 20 Part 2: 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p>	<p><b>Job Seeking Skills</b> 21 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p>	
<p><b>Intermediate Computer</b> 24 10:00 am – 12:30 pm</p> <p><b>Interview Skills</b> 2:00 – 4:30 pm</p>	<p><b>WORK IT!</b> 25 9:00 am – 2:00 pm</p>	<p><b>Basic Computer</b> 26 Part 1 : 9:00 – 11:00 am</p> <p><b>Special Projects:</b> 1:00 – 5:00 pm</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer</b> 27 Part 2: 9:00 – 11:00 am <b>ICCS (Introduction to Career Center Services)</b> 9:00 – 11:00 am <b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm <b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>ADVANCED/PROFESSIONAL SERIES 28</b> <b>Just Ask Me:</b> 8:30 – 10:30 am</p> <hr/> <p><b>Intro to the Internet (Email/Online Search)</b> 9:00 – 11:00 am <b>Training Orientation:</b> 10 am–12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm <b>Special Projects:</b> 1:00 – 5:00 pm</p>	
<p><b>ADVANCED/PROFESSIONAL SERIES 31</b> <b>LinkedIn Workshop:</b> 8:30 – 10:00 am</p> <p><b>Mousing Skills Club</b> 9:00 – 11:00 am <b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p style="text-align: center;"><b>ALL events <u>must</u> be scheduled! See the Skills Team! Computer Skills <u>must</u> be assessed for appropriate scheduling.</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		<p><b>VOCATIONAL REHABILITATION:</b> Available for scheduled appointments at 9, 10 and 11:00 am on Thursday, 8/6, 8/13, 8/20 and 8/27. Ask for B. Collaso</p>		

SLATE MCC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.