

January 2014 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>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.</i></p>				
<p>Work Keys: 8:00 am – 12:00 pm 6</p> <p>Interview Skills Club 9:00 – 11:30 am Remediation 9:00 am – 1:00 pm Customer Service 1:00 – 3:00 pm</p>	<p>Basic Computer 7 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30a – 12:30p Build a More Effective Resume 1:30 – 3:30 pm Vocational Rehab: 1:15 – 3:15pm Remediation: 1:00 – 5:00 pm Professional Series Resume/Interview Workshop 1:00 – 4:00 pm</p>	<p>Customer Service 8 10:00 am – 12:00 pm Interview Skills Club 1:00 – 3:30 pm Job Club (Lifeline) 1:00 – 5:00 pm Professional Series Online Applications 1:00 – 3:00 pm</p>	<p>Basic Computer 9 Part 2: 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm</p> <p>Customer Service: 2:00 – 4:00 pm</p>	<p>Job Seeking Skills 10 9:00 – 11:00 am Build a More Effective Resume 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (JCCP) 1:00 – 5:00 pm Build a More Effective Resume 2:00 – 4:00 pm</p>
<p>Customer Service 13 9:00 – 11:00 am Build a More Effective Resume 11:00 am – 1:00 pm Build a More Effective Resume 1:00 – 3:00 pm Customer Service 1:00 – 3:00 pm</p>	<p>Basic Computer 14 Part 1 : 9:00 – 11:00 am Build a More Effective Resume 10:00 am – 12:00 pm Ask the Experts: 11:30am – 12:30pm Build a More Effective Resume 1:30 – 3:30 pm Vocational Rehab: 1:15 – 3:15pm</p>	<p>Customer Service 15 10:00 am – 12:00 pm</p> <p>Follow up: Build a More Effective Resume 11:00 am – 1:00 pm</p> <p>Customer Service 1:00 – 3:00 pm</p>	<p>Build a More Effective Resume 16 9:00 – 11:00 am Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm Remediation: 1:00 – 5:00 pm Build a More Effective Resume 1:00 – 3:00 pm Customer Service: 2:00 – 4:00 pm</p>	<p>Mousing Skills Club 17 9:00 – 11:00 am Build a More Effective Resume 11:00 am – 1:00 pm Follow up: Build a More Effective Resume 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm Customer Service: 2:00 – 4:00 pm</p>
<p>Martin Luther King Holiday 20</p> 	<p>Basic Computer 21 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30am – 12:30pm Build a More Effective Resume 1:30 – 3:30 pm Vocational Rehab: 1:15 – 3:15pm Remediation: 1:00 – 5:00 pm</p>	<p>Customer Service 22 10:00 am – 12:00 pm Build a More Effective Resume 11:00 am – 1:00 pm Interview Skills Club 1:00 – 3:30 pm Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p>Basic Computer 23 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm Intro to the Internet 2:00 – 4:00 pm</p>	<p>Intro to Career Center Services 24 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (JCCP) 1:00 – 5:00 pm Build a More Effective Resume 2:00 – 4:00 pm</p>
<p>Conducting a Job Search 27 (Job Goal/Barriers/Applications/Appearance/Retention) 9:00 – 11:00 am Build a More Effective Resume 10:00 am – 12:00 pm Customer Service 1:00 – 3:00 pm</p>	<p>Basic Computer 28 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30am – 12:30pm Follow up: Build a More Effective Resume 1:00 – 3:00 pm Build a More Effective Resume 1:30 am – 3:30 pm Vocational Rehab: 1:15 – 3:15pm</p>	<p>Customer Service 29 10:00 am – 12:00 pm Build a More Effective Resume 11:00 am – 1:00 pm</p> <p>Intermediate Computer 1:00 – 3:30 pm</p>	<p>Basic Computer 30 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm Remediation: 1:00 – 5:00 pm Build a More Effective Resume 2:00 – 4:00 pm</p>	<p>Mousing Skills Club 31 9:00 – 11:00 am Build a More Effective Resume 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm Customer Service: 2:00 – 4:00 pm</p>

SESSION LOCATIONS:

- JOBS COMPUTER LAB**
- Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts
 - Follow-up for Build/Resume
 - Intermediate Computer
 - Intro to the Internet
 - Job Seeking Skills
 - JCCP/Lifeline
 - Remediation
 - Work Keys
- ARCH OR OLD CATHEDRAL CONFERENCE ROOM**
- Build a More Effective Resume
- ARCH CONFERENCE ROOM**
- Conducting a Job Search
 - Customer Service
 - Interview Skills Club
- FOREST PARK CONFERENCE RM**
- Introduction to Career Center Svcs
- MUSEUM CONFERENCE ROOM**
- Professional Series

Vocational Rehabilitation Appointments:
Ask for B. Collaso

ALL events must be scheduled! See the Skills Team!

Computer Skills must be assessed for appropriate scheduling

