

## July 2016 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
<b>COMPUTER SKILLS ASSESSMENTS</b> <i>must be given to ALL clients prior to the scheduling of computer skills training sessions by Lab Staff. ALL events <u>must</u> be scheduled! See the Skills Team!</i>		<b>VOCATIONAL REHABILITATION</b> Available for scheduled appointments at 9, 10 and 11:00 am on Wednesday, 7/13 and 7/27 Ask for B. Collaso		Introduction to the Internet 1 (Email/Online Search) 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	<b>JOBS COMPUTER LAB</b> <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>• Remediation</li> <li>• <b>WORK IT!</b></li> <li>• AEL Orientation</li> </ul> <b>ARCH CONFERENCE ROOM</b> <ul style="list-style-type: none"> <li>• Build a More Effective Resume</li> <li>• Conducting a Job Search</li> <li>• Interview Skills</li> </ul> <b>COURTHOUSE OR FOREST PARK CONFERENCE ROOMS</b> <ul style="list-style-type: none"> <li>• Online Applications (F. Alaniz)</li> <li>• Employer/Employee Interaction (F. Alaniz)</li> <li>• Social Media (F. Alaniz)</li> <li>• Advanced Internet Search Strategies (F. Alaniz)</li> <li>• Training Orientations</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>
Independence Day Holiday 4 	Remediation: 1:00 – 5:00 pm 5  Intermediate Computer 2:00 – 4:30 pm	Work Keys 6 9:00 am – 1: 30 pm Interview Skills 10:00 am – 12:30 pm Build a More Effective Resume (Information Session) 2:00 – 4:00 pm Special Projects: 1:00 – 5:00 pm	*ADVANCED/PROFESSIONAL SERIES 7 #1 Online Applications: 9:00 am – 3:00 pm Basic Computer: Part 2: 9:00 – 11:00 am FOLLOW-UP: Build a More Effective Resume: 11:00 am – 1:00 pm Entrepreneurial Series: Legal Clinic for Entrepreneurs 2:00 – 4:00 pm	Job Seeking Skills 8 (Computer Session) 9:00 – 11:00 am Healthcare Training Orientation 10:00 am–12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm	
Build a More Effective Resume (Information Session) 11 10:00 am – 12:00 pm	Basic Computer 12 Part 1: 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm Mousing Skills 2:00 – 4:00 pm	Intermediate Computer 13 10:00 am – 12:30 pm  Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:00 pm	*ADVANCED/PROFESSIONAL SERIES 14 #2 Employer/Employee Interaction: 8:30 – 11:30 am Basic Computer: Part 2: 9:00 – 11:00 am Healthcare/General Training Orientation: 10:00a-12:00p FOLLOW-UP: Build a More Effective Resume 11:00 am – 1:00 pm Remediation: 1:00 – 5:00 pm	Introduction to the Internet 15 (Email/Online Search) 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	
Basic Computer 18 Part 1: 9:00 – 11:00 am  Intermediate Computer 2:00 – 4:30 pm	<b>WORK IT!</b> (Employer on site) 9:00 am – 2:00 pm  Remediation: 1:00 – 5:00 pm	Work Keys 20 9:00 am – 1: 30 pm Interview Skills: 10a – 12:30p Build a More Effective Resume (Information Session) 2:00 am – 4:00 pm Special Projects: 1:00 – 5:00 pm	Basic Computer: Part 2: 9:00 – 11:00 am 21 FOLLOW-UP: Build a More Effective Resume 11:00 am – 1:00 pm Entrepreneurial Series: Legal Clinic for Entrepreneurs 2:00 – 4:00 pm	Job Seeking Skills 22 (Computer Session) 9:00 – 11:00 am Training Orientation: 10am–12pm Basic Computer Skills Review 11:00 am – 1:00 pm	
Build a More Effective Resume (Information Session) 25 10:00 am – 12:00 pm	AEL Orientation 26 8:00 am – 12:00 pm  Basic Computer Part 1: 9:00 – 11:00 am  Ask the Experts 11:30 am – 12:30 pm	Intermediate Computer 27 10:00 am – 12:30 pm  Mousing Skills 2:00 – 4:00 pm	*ADVANCED/PROFESSIONAL SERIES 28 #4 Advanced Internet Job Search Strategy (Just Ask Me) 8:30 am – 11:30 pm Basic Computer: 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 *SESSIONS REQUIRE ADVANCED COMPUTER SKILLS	Introduction to the Internet 29 (Email/Online Search) 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	

SLATE AJC 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.