

October 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
<p>VOCATIONAL REHABILITATION: scheduled appointments at 9, 10 and 11:00 am on Thursday, 10/1, 10/8 and 10/15 Ask for B. Collaso</p>	<p>ALL events <u>must</u> be scheduled! See the Skills Team! Computer Skills <u>must</u> be assessed for appropriate scheduling.</p>		<p>Basic Computer 1 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p>	<p>Community College Training 2 Orientation 8:00 am – 12:00 pm Interview Skills 9:00 – 11:30 am Basic Computer Skills Review 12:00 – 2:00 pm</p>	<p>JOBS COMPUTER LAB</p> <ul style="list-style-type: none"> • Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts • Follow-up for Build/Resume • Intermediate Computer • Intro to the Internet, Work Keys • Job Seeking Skills, Special Projects • WORK IT! • AEL Orientation • Community College Orientation <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Build a More Effective Resume • Conducting a Job Search • Interview Skills <p>COURTHOUSE CONFERENCE RM</p> <ul style="list-style-type: none"> • Training Orientation • LinkedIn Workshop • ICCS • Just Ask Me <p>FOREST PARK CONFERENCE RM</p> <ul style="list-style-type: none"> • Lunch & Learn – F. ALANIZ <p style="text-align: center;">*****</p> <p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling</p> <p style="text-align: center;">*****</p>
<p>Mousing Skills Club 5 9:00 – 11:00 am Build a More Effective Resume 1:00 – 3:00 pm</p>	<p>ICCS 6 (Introduction to Career Center Services) 9:00 – 11:00 am Basic Computer Part 1 : 9:00 – 11:00 am Intermediate Computer 1:00 – 3:30 pm</p>	<p>Work Keys 7 9:00 am – 1: 30 pm Build a More Effective Resume 10:00 am – 12:00 pm Conducting a Job Search (Job Goal/Barriers/Applications/ Appearance/Retention): 2:00 – 4:30 pm</p>	<p>Basic Computer 8 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</p>	<p>Job Seeking Skills 9 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm</p>	
<p>Intermediate Computer 12 10:00 am – 12:30 pm</p>	<p>AEL Orientation 13 8:00 am – 1:00 pm Remediation 1:00 – 5:00 pm</p>	<p>Ask the Experts: 9:00 – 10:00 am 14 <hr/>ADVANCED/PROFESSIONAL SERIES Lunch & Learn: 9:00 am – 3:00 pm <hr/>Build a More Effective Resume 10:00 am – 12:00 pm Interview Skills 2:00 – 4:30 pm Special Projects: 1:00 – 5:00 pm</p>	<p>Basic Computer 15 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p>	<p>ADVANCED/ PROFESSIONAL SERIES 16 LinkedIn Workshop: 8:30 – 10:00 am <hr/>Intro to the Internet (Email/Online Search) 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm</p>	
<p>Basic Computer 19 Part 1 : 9:00 – 11:00 am Intermediate Computer 1:00 – 3:30 pm</p>	<p>WORK IT! 20 9:00 am – 2:00 pm</p>	<p>Work Keys 21 9:00 am – 1: 30 pm Build a More Effective Resume 2:00 – 4:00 pm</p>	<p>ADVANCED/PROFESSIONAL SERIES 22 Lunch & Learn: 9:00 am – 3:00 pm <hr/>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</p>	<p>Job Seeking Skills 23 9:00 – 11:00 am Training Orientation 10:00 am–12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm</p>	
<p>Mousing Skills Club 26 9:00 – 11:00 am Build a More Effective Resume 1:00 – 3:00 pm</p>	<p>ADVANCED/PROFESSIONAL SERIES 27 Lunch & Learn: 9:00 am – 3:00 pm <hr/>Basic Computer Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm AEL Orientation 11:30 am – 3:00 pm Remediation: 1:00 – 5:00 pm</p>	<p>Intermediate Computer 28 10:00 am – 12:30 pm Interview Skills 2:00 – 4:30 pm Special Projects: 1:00 – 5:00 pm</p>	<p>ADVANCED/ PROFESSIONAL SERIES 29 Just Ask Me: 8:30 – 10:30 am <hr/>Basic Computer Part 2: 9:00 – 11:00 am ICCS (Introduction to Career Center Services) 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p>	<p>Intro to the Internet (Email/Online Search) 30 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm</p>	