



January 2016

Missouri Job Center
 1500 Vandiver, Ste. 115
 Columbia, MO 65202
 PH: (573) 441-6361
 FAX: (573) 884-5055

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CLOSED Happy New Years!!	2
3	4 1-4:00 Computer Skills Lab	5 9:00 Resume preparation (Michael) 11:00 <i>Creating a LinkedIn Profile</i>	6 9:00 The Cover Letter (Dan) 11:00 Introduction to Internet (Michael)	7 Open at 9:00 1:00 NCRC Testing	8 9:00 NCRC Testing	9
10	11	12 9:00 Conducting a Job Search (Nichelle) 11:00 On-line Applications (Diana)	13 9:00 Introduction to Email (Terrie Ann) 11:00 The Interview (Dan)	14 Open at 9:00 1:00 NCRC Testing	15 9-12:00 Computer Skills Lab 9:00 NCRC Testing	16
17	18 CLOSED Martin Luther King Day	19 9:00 Resume Preparation (Michael) 11:00 Career Success (Robin)	20 9:00 Basic Computers (Nichelle) 11:00 The Cover Letter (Dan) 2:00 Take Control of Your Finances (MU extension)	21 Open at 9:00 1:00 NCRC Testing	22 9:00 NCRC Testing	23
	5	26 9:00 Career Exploration (Terrie Ann) 11:00 Career Networking (Diana)	27 9:00 MS Word Part 1 (Michael) 11:00 MS Excel Part 1 (Brandy)	28 Open at 9:00 1:00 NCRC Testing	29 9-12:00 Computer Skills Lab 9:00 NCRC Testing	30

Workshops Descriptions (see reverse side)

Career Exploration (Tuesday 1/26 9:00 – 10:00 AM)

IT IS ALL ABOUT YOU!! Access your knowledge, skills, and personal interests to finding the job that best fits you. FIND THAT REWARDING CAREER!!

Career Networking (Tuesday 1/26 11:00 – 12:00 PM)

Learn the benefits of “networking”. These interpersonal resources could lead to a new job! Develop a plan to present yourself.

Resume Preparation (Tuesday 1/5 and 1/19 9:00 – 10:00 AM)

Let us help you with your resume! Employers look at resumes’ and say “YES” or “NO” instantly. Let us help you go to the “YES PILE”!!

Creating a LinkedIn Profile (Tuesday 1/5 11:00 -12:00 PM)

In today’s job market it has been said that 80+% of job openings are not posted anywhere. Networking and social media are the new ways to find out about job openings. LinkedIn has been compared to a PROFESSIONAL FACEBOOK. Come start your profile to learn about job openings.

The Interview (Wednesday 1/13 11:00 – 12:00 PM)

Let us help you sell your skills to an employer! Make yourself shine so you can hear.....”YOU GOT THE JOB!”

Basic Computer (Wednesday 1/20 9:00 – 10:00 AM)

Does a computer intimidate you? Do not let that happen, we will show you the beginning stages of learning a computer! Browsing, the mouse, E-Mail, and so much more!

Career Success (Tuesday 1/19 11:00 –12:00)

Now that you have the job, need pointers on how to keep it? Learn how to meet employer expectations. Get the secrets to positive communication. Adjust to your workplace environment.

Microsoft Word Part 1 (Wednesday 1/27 9:00 – 10:00 AM)

This is an introduction to Microsoft Word. This will provide you with basic information so that you can create a resume or cover letter in hopes of landing that perfect job.

Microsoft Excel Part 1 (Wednesday 1/27 11:00 – 12:00 PM)

This is an introduction to Microsoft Excel. This spreadsheet program can be used for data entry, making graphs and tables, etc. Let us introduce you to this program.

Conducting a Job Search (Tuesday 1/12 9:00 – 10:00 AM)

There are a lot of job openings out there, but you need to know how to find them. This class will show you different avenues to research to help find that job you desire.

On-Line Applications (Tuesday 1/12 11:00 – 12:00 PM)

In this workshop we will cover aspects of completing an application on line, as well as formatting your resume and attaching your resume to an on-line application. We will also review the rules to completing an on-line application, creating documents to assist the process, and tips on how to make the process easier.

Introduction to E-Mail (Wednesday 1/13 9:00 – 10:00 AM)

Do you have an email account? Most people are contacting each other via email instead of a traditional letter. Let us help you create your personal email account.

Introduction to the Internet (Wednesday 1/6 11:00 – 12:00 PM)

The world- wide- web is growing. Don’t let it scare you. This class will show you how to navigate the Web so you can find information and assist your job search.

The Cover Letter (Wednesday 1/6 from 9:00-10:00 AM and Wednesday 1/20 from 11:00-12:00 PM)

This is your opportunity to sell yourself and make sure your resume is reviewed and you are offered the interview that you so rightfully deserve.

Computer Skills Lab (Alternating Odd date Fridays and Even date Mondays)

This is your opportunity to sit down at a computer and work on your skills. Do you need time to learn or fine tune your Microsoft Word, Excel or other Office applications? Would you like to work on your typing or data entry skills? This is the opportunity for you!!

NCRC Testing (Thursdays 1:00-4:30 or Fridays 9:00-12:30)

Businesses want qualified applicants...and a National Career Readiness Certificate is one way to show you are ready to get back to work! Call us (882-8821) to schedule your test and obtain a Bronze, Silver, Gold or Platinum certificate. **There are currently 98 employers in Boone County that recognize the NCRC: so getting yours will help you stand out amongst the crowd!!**