

September 6, 20, Wednesday	<u>Resumé Preparation</u> Learn what goes into a resume and how to customize to fit you.	9:00 – 10:45
Work with Career Center Staff to schedule	<u>Resume/Interview</u> Receive one-on-one assistance with completing a resume (should have existing resume or have completed Resume Preparation workshop above) OR Prepare and practicing for an upcoming interview (mock interview).	1 Hour Increments during afternoons
September 11, 25 Monday	<u>Internet Job Seeking: Networking, Online Apps & Applicant Tracking Systems</u> Best Internet Job Seeking sites and job banks. Online Applications. Attaching resumes to applications and emails. How to get noticed online; Networking.	10:30 – 11:45
September 11, 25 Monday	<u>Customizing Resumes for Online Applications:</u> Hands on instruction and practice with editing and targeting resumes and application information to match specific jobs. This is a CRITICAL SKILL for job seekers completing online job applications!	9:00 – 10:30
September 13, 27 Wednesday	<u>Job Seeking Skills:</u> Job seeking has changed considerably in the last few years. Learn how to get the job you really want.	9:00 – 10:15
September 18 Monday	<u>Job Search for the Experienced Worker:</u> Job Search for those over 50. Learn how to overcome age discrimination.	9:00 – 10:15
September 6, 20 Wednesday	<u>Interviewing Skills:</u> Prepare for the Interview. Understanding interview question approaches.	10:30 – 12:00
September 13, 18, 27	<u>Personal Finance & Budgeting</u> Understand household financial management. Create household budgets and get finances back under control.	10:30 – 12:00
September 21 Thursday	<u>REJOBS Re-Entry Job Success</u> 1-Day Workshop replacing 3-Day Ex-Offender Workshop. Job Seeking and Career Resources for those needing to overcome employer reluctance & help with communicating an arrest or offense in a positive manner. Probation & Parole Office 1105 Kingshighway, Rolla, MO	9:00 – 12:00 & 1:00 - 4:00
September 15 Friday	<u>Missouri Department of Corrections Officer Examination</u> Video, Reading & Counting Examination	1:00 – 3:00
Sep 1, 8, 15, 22, 29 Friday 8:30 a.m.	<u>WorkKeys Test for the National Career Readiness Certificate (NCRC) Lab and/or Tutoring</u> Add a credential to your portfolio that matters to employers. Prove that you have Math, Reading and Locating Information Skills.	 NATIONAL CAREER READINESS CERTIFICATE®
Computer Workshops		
September 11, 25 Monday	<u>1st Time Computer Orientation & Skills Assessment</u> Basic computer instruction and orientation to computer classes	1:00 - 2:00
September 11, 25 Monday	<u>Microsoft Windows 7 Basic</u> Windows 7 environment; Files, folders and libraries & managing content	2:00 - 4:00
September 5, 12 Tuesday	<u>Microsoft Word 1</u> The Word environment, navigation and selection, editing and more	9:00 - 12:00
September 12 Tuesday	<u>Microsoft Word 2 (must have completed Word 1)</u> Tables & Formatting, Mail Merge, Forms, Tables of Contents, and more.	1:00 – 4:00
September 19, 26 Tuesday	<u>Microsoft Excel 1</u> The Excel environment, entering and editing data, modifying a worksheet, using simple functions, and formatting worksheets.	9:00 – 12:00
September 26 Tuesday	<u>Microsoft Excel 2 (Must have completed Excel 1)</u> 3D Formulas, Sorting, Filtering, Outlining, Advanced functions	1:00 – 4:00

706 S Bishop, Rolla, MO 65401 – (573) 364-7030 ext: 129

All scheduled workshop times are subject to change. You will be notified as soon as possible if this becomes necessary for the workshop you have scheduled.

Missouri Career Center is an equal opportunity employer/program operator. Auxiliary aides and services are available upon request to assist individuals with disabilities. Missouri Relay Services: TTY 711.

Customers should answer “NO” to the question regarding school or training when filing weekly certification for Unemployment Insurance because of attending one or more of the above workshops. The workshops are considered a Re-Employment Service, not school or training. If you answer “yes” to that question, it will cause an interruption in UI benefits.