

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
3 <b>HOLIDAY</b>	4 8:30-12:30 Business Math	5 8:30-12:30 Business Math	6 8:30-12:30 Business Math Support	7
10 8:30-12:30 Bookkeeping Basic	11 8:30-12:30 Bookkeeping Basic	12 8:30-12:30 Bookkeeping Basic	13 8:30-12:30 Bookkeeping Basic	14 8:30-12:30 Bookkeeping Basic
17 8:30-12:30 Google Drive	18 8:30-12:30 Google Drive	19 8:30-12:30 Google Drive	20 8:30-12:30 Google Drive	21 8:30-12:30 Google Drive
24 8:30-12:30 Business Writing	25 8:30-12:30 Business Writing	26 8:30-12:30 Business Writing	27 8:30-12:30 Business Writing	28

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.  
 For more information please speak to a Career Adviser.

If you are enrolled in a workshop you must **arrive at the workshop ten minutes early to claim your seat**. If you do not arrive ten minutes early your seat may be given to someone on the wait list. If you are late to a workshop (you arrive between ten minutes from the beginning of the workshop to the workshop start time) and there are still seats available for the workshop you will be given a seat. Classes start ON TIME. Anyone entering the class late will NOT be allowed into the class unless you have a validated excuse from the front office. (The excuse must be an emergency or job related – e.g., on a call or Interview)