

Mon	Tue	Wed	Thu	Fri
2 8:30-12:30 MS Office Fundamentals 12:45-4:45 MS Outlook Intermediate 12:45-4:45 Intro to Computers 1:00-4:00 Career Explorations	3 8:30-12:30 MS Office Fundamentals 8:30-4:30 Career Development 12:45-4:45 MS Outlook Intermediate 12:45-4:45 Intro to Computers	4 8:30-12:30 MS Office Fundamentals 9:30-11:30 Resume Development 12:45-4:45 MS Outlook Intermediate 12:45-4:45 Intro to Computers 1:00-4:00 Job Search	5 8:30-12:30 MS Office Fundamentals 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Outlook Intermediate 12:45-4:45 Intro to Computers	6 8:30-12:30 MS Office Fundamentals 12:45-4:45 MS Outlook Intermediate 12:45-4:45 Intro to Computers
9 8:30-12:30 MS Word Basic 8:30-12:30 Google Drive 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:30-3:30 LinkedIn Lab.	10 8:30-12:30 MS Word Basic 8:30-12:30 Google Drive 8:30-4:30 Career Development 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic	11 8:30-12:30 MS Word Basic 8:30-12:30 Google Drive 9:00-12:00 Job Search 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:30-3:30 Resume Development	12 8:30-12:30 MS Word Basic 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic	13 8:30-12:30 MS Word Basic 8:30-12:30 Google Drive 9:00-12:00 Career Explorations 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.

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., medical appointment or interview; proof of such must be showed to be accepted)

<p>16 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 9:30-11:30 LinkedIn Lab.</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp 12:30-4:30 Interviewing 101</p>	<p>17 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p>	<p>18 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp 1:00-4:00 Job Search</p>	<p>19 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p>	<p>20 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 10:00-12:00 Business Ownership workshop</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp 1:00-4:00 Career Explorations</p>
<p>23 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Advanced 1:30-3:30 LinkedIn Lab.</p>	<p>24 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Advanced</p>	<p>25 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Job Search</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Advanced 1:30-3:30 Resume Development</p>	<p>26 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint intermediate 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Advanced</p>	<p>27 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Career Explorations</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Advanced</p>