

Mon	Tue	Wed	Thu	Fri
30 8:30-12:30 Intro to Web Design 8:30-12:30 Interviewing 101 1:30-3:30 LinkedIn Lab.	31 8:30-12:30 Intro to Web Design	1 8:30-12:30 Intro to Web Design 9:30-11:30 Resume Development 1:00-4:00 Job Search	2 8:30-12:30 Intro to Web Design 8:30-4:30 Resume/ LinkedIn Critique	3 8:30-12:30 Intro to Web Design 8:30-4:30 Executive Coaching
6 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Web Design 8:30-12:30 Interviewing 101 12:45-4:45 MS Word Basic 1:30-3:30 LinkedIn Lab.	7 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Web Design 12:45-4:45 MS Word Basic	8 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Web Design 9:00-12:00 Career Explorations (Day 1 of 2) 12:45-4:45 MS Word Basic 1:30-3:30 Resume Development	9 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Web Design 8:30-4:30 Career Development 12:45-4:45 MS Word Basic	10 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Web Design 9:00-12:00 Career Explorations (Day 2 of 2) 12:45-4:45 MS Word 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>13 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Intro to Computers 1:30-3:30 LinkedIn Lab.</p>	<p>14 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Intro to Computers</p>	<p>15 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Intro to Computers 1:00-4:00 Job Search</p>	<p>16 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Intro to Computers</p>	<p>17 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Intro to Computers</p>
<p>20 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 1:30-3:30 LinkedIn Lab.</p>	<p>21 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>22 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Career Explorations (Day 1 of 2)</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 1:30-3:30 Resume Development</p>	<p>23 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>24 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Career Explorations (Day 2 of 2)</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>
<p>27 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 9:30-12:30 Emotional Intelligence</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 1:30-3:30 LinkedIn Lab.</p>	<p>28 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 9:30-12:30 Emotional Intelligence</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>29 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 9:30-12:30 Emotional Intelligence</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 1:30-4:30 Job Search</p>	<p>30 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>31 8:30-12:30 Google Drive 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>