

Mon	Tue	Wed	Thu	Fri
5 8:30-12:30 MS Office Fundamentals 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:30-4:30 Job Search workshop	6 8:30-12:30 MS Office Fundamentals 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 3:00-4:30 Financial Empowerment Series (week 1)	7 8:30-12:30 MS Office Fundamentals 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Interpersonal Communication 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:30-4:30 On-line Networking	8 8:30-12:30 MS Office Fundamentals 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic	9 9:00-3:00 Career Exploration
12 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Intermediate 9:00-3:00 Resume Development/ Lab 12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate	13 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Career Development 12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 3:00-4:30 Financial Empowerment Series (week 2)	14 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Networking Techniques 12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 1:30-4:30 Job Search workshop	15 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate	16 9:00-3:00 Career Exploration

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)

Mon	Tue	Wed	Thu	Fri
<p>19 8:30-12:30 MS Project Basic 8:30-12:30 Google Drive 9:00-3:00 Resume Development/ Lab</p> <p>12:45-4:45 Supreme Customer Service</p>	<p>20 8:30-12:30 MS Project Basic 8:30-12:30 Google Drive</p> <p>12:45-4:45 Supreme Customer Service 3:00-4:30 Financial Empowerment Series (week 3)</p>	<p>21 8:30-12:30 MS Project Basic 8:30-12:30 Google Drive 9:00-12:00 Interpersonal Communication</p> <p>12:45-4:45 Supreme Customer Service 1:30-4:30 On-line Networking</p>	<p>22 8:30-12:30 MS Project Basic 8:30-12:30 Google Drive 8:30-4:30 Resume Critique</p> <p>12:45-4:45 Supreme Customer Service</p>	<p>23 9:00-3:00 Career Exploration</p> <p>12:45-4:45 Supreme Customer Service</p>
<p>26 8:30-12:30 MS Project Intermediate 8:30-12:30 Presentation Survival Skills 9:00-3:00 Resume Development/ Lab</p>	<p>27 8:30-12:30 MS Project Intermediate 8:30-12:30 Presentation Survival Skills 8:30-4:30 Career Development</p> <p>3:00-4:30 Financial Empowerment Series (week 4)</p>	<p>28 8:30-12:30 MS Project Intermediate 8:30-12:30 Presentation Survival Skills 9:00-12:00 Networking Techniques</p> <p>1:30-4:30 Job Search workshop</p>	<p>29 8:30-12:30 MS Project Intermediate 8:30-12:30 Presentation Survival Skills 8:30-4:30 Resume Critique</p>	<p>30</p>