

Mon	Tue	Wed	Thu	Fri
30 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-12:00 Career Explorations  12:45-4:45 MS Word Basic 12:45-4:45 Supreme Customer Service 1:30-3:30 Networking Techniques	1 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 8:30-4:30 Career Development  12:45-4:45 MS Word Basic 12:45-4:45 Supreme Customer Service	2 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:30-11:30 Resume Development  12:45-4:45 MS Word Basic 12:45-4:45 Supreme Customer Service 1:00-4:00 Job Search	3 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers  12:45-4:45 MS Word Basic 12:45-4:45 Supreme Customer Service	4 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers  12:45-4:45 MS Word Basic 12:45-4:45 Supreme Customer Service
7 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 8:30-12:30 Interviewing 101  12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive 1:30-3:30 LinkedIn Lab.	8 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 8:30-4:30 Resume/ LinkedIn Critique  12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive	9 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 9:00-12:00 Job Search  12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive 1:30-3:30 Resume Development	10 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Basic  12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive	11 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Basic  12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive

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>14 8:30-12:30 MS Excel Advanced 8:30-12:30 Bookkeeping &amp; Accounting Intermediate 9:00-12:00 Career Explorations</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 MS PowerPoint Basic 1:30-3:30 Networking Techniques</p>	<p>15 8:30-12:30 MS Excel Advanced 8:30-12:30 Bookkeeping &amp; Accounting Intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 MS PowerPoint Basic</p>	<p>16 8:30-12:30 MS Excel Advanced 8:30-12:30 Bookkeeping &amp; Accounting Intermediate 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 MS PowerPoint Basic 1:00-4:00 Job Search</p>	<p>17 8:30-12:30 MS Excel Advanced 8:30-12:30 Bookkeeping &amp; Accounting Intermediate</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 MS PowerPoint Basic</p>	<p>18 8:30-12:30 MS Excel Advanced 8:30-12:30 Bookkeeping &amp; Accounting Intermediate</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 MS PowerPoint Basic</p>
<p>21 8:30-12:30 Leadership Bootcamp 8:30-12:30 Bookkeeping &amp; Accounting Advanced 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS PowerPoint intermediate 12:45-4:45 Call Center Training 1:30-3:30 LinkedIn Lab.</p>	<p>22 8:30-12:30 Leadership Bootcamp 8:30-12:30 Bookkeeping &amp; Accounting Advanced 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS PowerPoint intermediate 12:45-4:45 Call Center Training</p>	<p>23 8:30-12:30 Leadership Bootcamp 8:30-12:30 Bookkeeping &amp; Accounting Advanced 9:00-12:00 Job Search</p> <p>12:45-4:45 MS PowerPoint intermediate 12:45-4:45 Call Center Training 1:30-3:30 Resume Development</p>	<p>24 8:30-12:30 Leadership Bootcamp 8:30-12:30 Bookkeeping &amp; Accounting Advanced</p> <p>12:45-4:45 MS PowerPoint intermediate 12:45-4:45 Call Center Training</p>	<p>25 8:30-12:30 Leadership Bootcamp 8:30-12:30 Bookkeeping &amp; Accounting Advanced 10:00-12:00 Business Ownership workshop</p> <p>12:45-4:45 MS PowerPoint intermediate 12:45-4:45 Call Center Training</p>
<p>28</p> <p style="text-align: center;"><b>HOLIDAY</b></p>	<p>29 8:30-12:30 Presentation Survival Skills 9:30-12:30 Emotional Intelligence 1:30-3:30 LinkedIn Lab.</p>	<p>30 8:30-12:30 Presentation Survival Skills 9:00-12:00 Career Explorations 1:00-4:00 Job Search</p>	<p>31 8:30-12:30 Presentation Survival Skills</p>	<p>1 8:30-12:30 Presentation Survival Skills</p>