

Mon	Tue	Wed	Thu	Fri
30 8:30-12:30 MS Project Advanced 12:45-4:45 Technical Writing	31 8:30-12:30 MS Project Advanced	1 8:30-12:30 MS Project Advanced	2 8:30-12:30 MS Project Advanced 8:30-4:30 Resume Critique	3 8:30-12:30 Google Docs 9:00-3:00 Career Exploration
6 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Intro to Computers 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 12:45-4:45 Presentation Survival Skills	7 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Intro to Computers 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 12:45-4:45 Presentation Survival Skills 1:00-4:00 Networking	8 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Intro to Computers 8:45-12:45 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 12:45-4:45 Presentation Survival Skills	9 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 12:45-4:45 Presentation Survival Skills	10 8:30-12:30 Google Docs 10:00-11:30 WF Financial Wellness <i>(Budgeting Workshop)</i>

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

Mon	Tue	Wed	Thu	Fri
<p>13</p> <p>8:30-12:30 MS Word Intermediate 8:30-12:30 MS Publisher Basic</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping and Accounting Basic 12:45-4:45 Supreme Customer Service 12:45-4:45 Administrative Support</p>	<p>14</p> <p>8:30-12:30 MS Word Intermediate 8:30-12:30 MS Publisher Basic 9:00-3:00 Resume Development/ Lab 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping and Accounting Basic 12:45-4:45 Supreme Customer Service 12:45-4:45 Administrative Support</p>	<p>15</p> <p>8:30-12:30 MS Word Intermediate 8:30-12:30 MS Publisher Basic 9:00-12:00 Interpersonal Communication 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping and Accounting Basic 12:45-4:45 Supreme Customer Service 12:45-4:45 Administrative Support</p>	<p>16</p> <p>8:30-12:30 MS Word Intermediate 8:30-12:30 MS Publisher Basic 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping and Accounting Basic 12:45-4:45 Supreme Customer Service 12:45-4:45 Administrative Support</p>	<p>17</p> <p>8:30-12:30 Google Docs 9:00-3:00 Career Exploration 10:00-11:30 WF Financial Wellness (<i>Importance of a Goof Credit Score</i>) 12:45-4:45 Bookkeeping and Accounting Basic 12:45-4:45 Supreme Customer Service</p>
<p>20</p> <p style="text-align: center;">HOLIDAY</p>	<p>21</p> <p>8:30-12:30 MS Word Advanced 8:30-12:30 MS Publisher Intermediate 9:00-12:00 Job Search workshop 12:45-4:45 MS Excel Advanced 12:45-4:45 Business Math 1:00-4:00 Online Networking 12:45-4:45 Build & Protect Professional Social Media Profiles</p>	<p>22</p> <p>8:30-12:30 MS Word Advanced 8:30-12:30 MS Publisher Intermediate 8:45-12:45 Interviewing 101 10:00-11:30 WF Financial Wellness (<i>Budgeting Workshop</i>) 12:45-4:45 MS Excel Advanced 12:45-4:45 Business Math 12:45-4:45 Build & Protect Professional Social Media Profiles</p>	<p>23</p> <p>8:30-12:30 MS Word Advanced 8:30-12:30 MS Publisher Intermediate 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Advanced 12:45-4:45 Business Math 12:45-4:45 Build & Protect Professional Social Media Profiles</p>	<p>24</p> <p>8:30-12:30 MS Word Advanced 8:30-12:30 MS Publisher Intermediate 12:45-4:45 MS Excel Advanced</p>
<p>27</p> <p>8:30-12:30 MS Publisher Advanced 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Interpersonal Communication 12:45-4:45 Bookkeeping and Accounting Intermediate 12:45-4:45 Integrating Word, Excel and PowerPoint 12:45-4:45 Call Center Training</p>	<p>28</p> <p>8:30-12:30 MS Publisher Advanced 8:30-12:30 MS PowerPoint Basic 9:00-3:00 Resume Development/ Lab 12:45-4:45 Bookkeeping and Accounting Intermediate 12:45-4:45 Integrating Word, Excel and PowerPoint 12:45-4:45 Call Center Training</p>	<p>1</p> <p>8:30-12:30 MS Publisher Advanced 8:30-12:30 MS PowerPoint Basic 12:45-4:45 Bookkeeping and Accounting Intermediate 12:45-4:45 Integrating Word, Excel and PowerPoint 12:45-4:45 Call Center Training</p>	<p>2</p> <p>8:30-12:30 MS Publisher Advanced 8:30-12:30 MS PowerPoint Basic 12:45-4:45 Bookkeeping and Accounting Intermediate 12:45-4:45 Call Center Training</p>	<p>3</p> <p>12:45-4:45 Bookkeeping and Accounting Intermediate 12:45-4:45 Call Center Training</p>