

Mon	Tue	Wed	Thu	Fri
4 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced  12:45-4:45 MS Excel Basic 12:45-4:45 Personal Branding 1:30-3:30 Networking Techniques	5 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Career Development  12:45-4:45 MS Excel Basic 12:45-4:45 Personal Branding	6 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced 9:30-11:30 Resume Development  12:45-4:45 MS Excel Basic 12:45-4:45 Personal Branding 1:00-4:00 Job Search	7 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced  12:45-4:45 MS Excel Basic 12:45-4:45 Personal Branding	8 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Advanced  12:45-4:45 MS Excel Basic
11 8:30-12:30 MS Word Intermediate 8:30-12:30 Google Drive  12:45-4:45 MS Excel Intermediate 12:45-4:45 MS Project Basic 1:30-3:30 Interviewing 101	12 8:30-12:30 MS Word Intermediate 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique  12:45-4:45 MS Excel Intermediate 12:45-4:45 MS Project Basic	13 8:30-12:30 MS Word Intermediate 8:30-12:30 Google Drive 9:00-12:00 Job Search  12:45-4:45 MS Excel Intermediate 12:45-4:45 MS Project Basic 1:30-3:30 Resume Development	14 8:30-12:30 MS Word Intermediate 8:30-12:30 Google Drive  12:45-4:45 MS Excel Intermediate 12:45-4:45 MS Project Basic 1:00-4:00 Career Explorations	15 8:30-12:30 MS Word Intermediate 8:30-12:30 Google Drive  12:45-4:45 MS Excel Intermediate 12:45-4:45 MS Project 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>18 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Project Intermediate 12:45-4:45 Supreme Customer Service 1:30-3:30 LinkedIn Lab.</p>	<p>19 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Project Intermediate 12:45-4:45 Supreme Customer Service</p>	<p>20 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Project Intermediate 12:45-4:45 Supreme Customer Service</p>	<p>21 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Project Intermediate 12:45-4:45 Supreme Customer Service</p>	<p>22 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Project Intermediate 12:45-4:45 Supreme Customer Service</p>
<p>25 8:30-12:30 MS PowerPoint Intermediate</p> <p>12:45-4:45 MS Project Advanced</p>	<p>26 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Project Advanced</p>	<p>27 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Job Search</p> <p>12:45-4:45 MS Project Advanced 1:30-3:30 Resume Development</p>	<p>28 8:30-12:30 MS PowerPoint Intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Project Advanced 1:30-4:30 Career Explorations</p>	<p>29 8:30-12:30 MS PowerPoint Intermediate</p> <p>12:45-4:45 MS Project Advanced</p>