

Mon	Tue	Wed	Thu	Fri
3 8:30-12:30 Interviewing 101 1:30-4:30 Job Search workshop	4 HOLIDAY	5 9:00-3:00 Career Exploration	6 8:30-4:30 Resume Critique	7
10 8:30-12:30 MS Excel Basic 8:30-12:30 Bookkeeping & Accounting Basic 9:00-3:00 Resume Development/ Lab 12:45-4:45 MS Office Fundamentals 12:45-4:45 Intro to Computers	11 8:30-12:30 MS Excel Basic 8:30-12:30 Bookkeeping & Accounting Basic 8:30-4:30 Career Development 12:45-4:45 MS Office Fundamentals 12:45-4:45 Intro to Computers	12 8:30-12:30 MS Excel Basic 8:30-12:30 Bookkeeping & Accounting Basic 9:00-12:00 Networking Techniques 12:45-4:45 MS Office Fundamentals 12:45-4:45 Intro to Computers 1:30-4:30 Job Search workshop	13 8:30-12:30 MS Excel Basic 8:30-12:30 Bookkeeping & Accounting Basic 8:30-4:30 Resume Critique 12:45-4:45 MS Office Fundamentals 12:45-4:45 Intro to Computers	14 8:30-12:30 Bookkeeping & Accounting 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)

Mon	Tue	Wed	Thu	Fri
<p>17 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS PowerPoint Basic 1:30-4:30 Job Search workshop</p>	<p>18 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Intermediate</p> <p>12:45-4:45 MS PowerPoint Basic</p>	<p>19 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Intermediate 9:00-3:00 Career Exploration</p> <p>12:45-4:45 MS PowerPoint Basic</p>	<p>20 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Intermediate 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS PowerPoint Basic</p>	<p>21 8:30-12:30 MS Excel Intermediate 8:30-12:30 Bookkeeping & Accounting Intermediate</p>
<p>24 8:30-12:30 QuickBooks Basic 9:00-3:00 Resume Development/ Lab</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive</p>	<p>25 8:30-12:30 QuickBooks Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive</p>	<p>26 8:30-12:30 QuickBooks Basic 9:00-12:00 Networking Techniques</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive 1:30-4:30 Job Search workshop</p>	<p>27 8:30-12:30 QuickBooks Basic 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Google Drive</p>	<p>28</p>