

Mon	Tue	Wed	Thu	Fri
<p>1 8:30-12:30 MS Word Basic 8:30-12:30 Bookkeeping and Accounting Basic 9:00-12:00 Networking Techniques 12:45-4:45 MS Excel Basic 1:30-4:30 Job Search workshop</p>	<p>2 8:30-12:30 MS Word Basic 8:30-12:30 Bookkeeping and Accounting Basic 12:45-4:45 MS Excel Basic</p>	<p>3 8:30-12:30 MS Word Basic 8:30-12:30 Bookkeeping and Accounting Basic 12:45-4:45 MS Excel Basic</p>	<p>4 8:30-12:30 MS Word Basic 8:30-12:30 Bookkeeping and Accounting Basic 12:45-4:45 MS Excel Basic</p>	<p>5 8:15-4:45 Project Management Fundamentals 8:30-12:30 Bookkeeping and Accounting Basic</p>
<p>8 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Bookkeeping and Accounting Intermediate 12:45-4:45 MS Excel Intermediate</p>	<p>9 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Bookkeeping and Accounting Intermediate 12:45-4:45 MS Excel Intermediate</p>	<p>10 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Bookkeeping and Accounting Intermediate 12:45-4:45 MS Excel Intermediate</p>	<p>11 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Bookkeeping and Accounting Intermediate 10:00-11:30 Financial Wellness (<i>Budgeting Workshop</i>). 12:45-4:45 MS Excel Intermediate</p>	<p>12 8:15-4:45 Project Management Fundamentals 8:30-12:30 Bookkeeping and Accounting Intermediate</p>

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>15 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Basic</p> <p>1:30-4:30 Job Search workshop</p>	<p>16 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Basic</p>	<p>17 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Interpersonal Communication</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Basic</p> <p>1:30-4:30 On-line Networking</p>	<p>18 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume Critique 10:00-11:30 Financial Wellness (Good Credit Score)</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 QuickBooks Basic</p>	<p>19 8:15-4:45 Project Management Fundamentals</p> <p>9:00-3:00 Career Exploration</p>
<p>22 8:30-12:30 MS PowerPoint Advanced 9:00-3:00 Resume Development/ Lab</p> <p>12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p>	<p>23 8:30-12:30 MS PowerPoint Advanced</p> <p>12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p>	<p>24 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Networking Techniques</p> <p>12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p> <p>1:30-4:30 Job Search workshop</p>	<p>25 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Resume Critique 10:00-11:30 Financial Wellness (<i>Budgeting Workshop</i>).</p> <p>12:45-4:45 QuickBooks Intermediate 12:45-4:45 Leadership Bootcamp</p>	<p>26</p> <p>9:00-3:00 Resume Development/ Lab</p> <p>12:45-4:45 Leadership Bootcamp</p>
<p>29</p> <p style="text-align: center;">HOLIDAY</p>	<p>30 8:30-12:30 Google Drive 8:30-4:30 Career Development</p> <p>12:45-4:45 QuickBooks Advanced</p>	<p>31 8:30-12:30 Google Drive 9:00-12:00 Interpersonal Communication</p> <p>12:45-4:45 QuickBooks Advanced 1:30-4:30 On-line Networking</p>	<p>1 8:30-12:30 Google Drive</p> <p>12:45-4:45 QuickBooks Advanced</p>	<p>2 8:30-12:30 Google Drive</p> <p>12:45-4:45 QuickBooks Advanced</p>