



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<u>Job Applications</u> 2:00 PM - 3:00 PM		<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Computer Basics</u> 8:30 AM - 10:00 AM  <u>Word Basics</u> 10:30 AM - 2:30 PM
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	Office Closed 		<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Resume Critique</u> 8:30 AM - 9:30 AM  <u>Excel Basics</u> 10:00 AM - 3:00 PM
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
	<u>Keyboarding</u> 10:00 AM - 10:30 AM		<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Interviewing</u> 8:30 AM - 10:00 AM  <u>PowerPoint Basics</u> 10:30 AM - 2:30 PM
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
	<u>Resume Development</u> 10:30 AM - 12:00 PM		<u>Job Link</u> 9:30 AM - 10:30 AM	
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1-Jun</b>
Office Closed 	<u>ICC Resume Lab</u> 2:00 PM - 3:00 PM		<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Computer Basics</u> 8:30 AM - 10:00 AM  <u>Word Basics</u> 10:30 AM - 2:30 PM

Circle Workshops – Turn sheet in to a staff member

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Last 4 digits SS: \_\_\_\_\_