

December 2017
Workshop Schedule

** Please see an Advisor to enroll in workshops

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574 295-0105

Customer Copy

Rev. 11/3/17

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p><i>Be the reason someone smiles today.</i></p> </div>				<u>Internet Basics/Email</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30
4	5	6	7	8
			<u>Keyboarding</u> 9:00 - 10:30 <u>MS Word 2013 Basics</u> 9:00 - 3:30	<u>Computer Basics</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30 <u>Resume Development</u> 1:30 - 2:30
11	12	13	14	15
			<u>MS Excel 2013 Basics</u> 9:00 - 3:30 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30	<u>Resume Open Lab</u> 9:00 - 11:00 <u>Computer & Internet Safety</u> 1:30 - 3:00 <u>Excel 2013 Intermediate</u> 1:30 - 3:30
18	19	20	21	22
			<u>Conquering the Age Barrier</u> 9:00 - 10:30 <u>Cover Letters</u> 1:30 - 2:30 <u>Interviewing</u> 1:30 - 3:00	<u>Resume Open Lab</u> 9:00 - 11:00
25	26	27	28	29
				
<p>Christmas - Office Closed</p>		<p>Washington's B'day - Office Closed</p>		