




Mon	Tue	Wed	Thu	Fri
3	4 Resume Review 2:00-3:30 (Cindy)	5	6	7 Intro to Word en Espanol Parte 1 10:00-12:00 (Hector) Intro to MS Word Part 1 2:30 –4:30 (Tom)
10 Intro to MS Word Part 2 2:30 –4:30 (Tom)	11 Resume Review 5:00-6:30 (Yolanda)	12 MS Word Refresher 9:30 –12:00 (Tom) How to Write a Resume & Cover Letter 10:30-12:00 (Joanne)	13 	14 Interviewing Skills 9:30-11:30(Bud) Intro to Word en Espanol Parte 2 10:00-12:00 (Hector) Learn Basic Computer Skills & File Management 10:30-12:00(Mark)
17 La Computadora Basica 10:00 –12:00 (Norma) Interviewing Skills 2:00–4:00(Bud)	18	19 Resume Review 10:30-12:00 (Bud) Online Job Search & Applications 1:30-3:00 (Tom)	20 Intro to Excel Part 1 1:00-4:00 (Tom)	21 Intro to Excel Part 2 9:00-12:00 (Tom)
24 Closed for the Christmas Holiday	25 Closed for the Christmas Holiday 	26 Learn Basic Computer Skills & File Management 1:30-3:00(Mark)	27	28 Resume Review 10:30-12:00 (Omayra) How to Write a Resume & Cover Letter 10:30 - 12:00 (Joanne) Excel Refresher 9:00-12:00 (Tom)
31 Closed for the New Years Holiday	Closed for the New Years Holiday 	Jan 2	Jan 3	Jan 4 Resume Review 1:30-3:00 (Tom)