



# JULY WORKSHOPS & COMPUTER CLASSES

| Mon   | Tue   | Wed  | Thu   | Fri   |
|---|---|--|---|---|
| <p><b>1</b></p> <p><b>Excel Refresher</b><br/>9:00-12:00 (Tom)</p>  | <p><b>2</b></p>    | <p><b>3</b></p>  | <p><b>4</b></p> <p><b>Closed for Fourth of July</b></p>   | <p><b>5</b></p> <p><b>Resume Review</b><br/>1:00-2:30 (Tom )</p>  |
| <p><b>8</b></p> <p><b>Word Refresher</b><br/>9:30-12:00 (Tom)</p> <p><b>Learn Basic Computer Skills &amp; File Management</b><br/>1:30-3:00(Norma)</p> <p><b>Interviewing Skills</b><br/>1:30-3:30(Bud)</p> | <p><b>9</b></p>   | <p><b>10</b></p> <p><b>Resume Review</b><br/>9:00-10:30 (Bud)</p> <p><b>How to Write a Resume &amp; Cover Letter</b><br/>10:00-11:30 (Joanne)</p> <p><b>Intro to Word Part 1</b><br/>1:00—3:00 (Tom)</p> | <p><b>11</b></p>  | <p><b>12</b></p> <p><b>Intro to Word Part 2</b><br/>1:00—3:00 (Tom)</p>   |
| <p><b>15</b></p> <p><b>La Computadora Basica</b> 1:30 –3:00 (Norma)</p>   | <p><b>16</b></p>  | <p><b>17</b></p> <p><b>Resume Review</b><br/>1:00-2:30 (Frances)</p>   | <p><b>18</b></p>  | <p><b>19</b></p> <p><b>Intro to MS Word en Espanol Parte 1</b><br/>10:00-12:00 (Hector)</p>   |
| <p><b>22</b></p>  | <p><b>23</b></p> <p><b>Career Exploration</b><br/>9:00-12:00 (Tom)</p> <p><b>Interviewing Skills</b><br/>9:30-11:30 (Bud)</p> <p><b>Resume Review</b><br/>5:00—6:30 (Bud)</p> | <p><b>24</b></p> <p><b>How to Write a Resume &amp; Cover Letter</b><br/>10:00-11:30 (Joanne)</p>   | <p><b>25</b></p>  | <p><b>26</b></p> <p><b>Intro to MS Word en Espanol Parte 2</b><br/>10:00-12:00 (Hector)</p> <p><b>Online Job Search &amp; Applications</b><br/>10:30-12:00 (Tom)</p> <p><b>Basics of LinkedIn</b><br/>1:30—3:30 (Tom)</p> |
| <p><b>29</b></p> <p><b>Intro to MS Excel Part 1</b><br/>9:00 –12:00 (Tom)</p> <p><b>Mature Workers Workshop</b><br/>1:30-3:30- (Bud)</p>  | <p><b>30</b></p> <p><b>Intro to MS Excel Part 2</b><br/>9:00 –12:00 (Tom)</p>   | <p><b>31</b></p>   | <p><b>Aug 1</b></p> <p><b>Resume Review</b><br/>1:30-3:00 (Cindy)</p>                                 | <p><b>Aug 2</b></p>   |