


February 2018
Workshop Schedule

** Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Rev. 1/2/18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			<u>MS Word 2013 Basics</u> 9:00 - 3:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30	<u>HOPE</u> 9:00 - 10:30 <u>Internet Basics/Email</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30
			5	6
			<u>Keyboarding</u> 9:00 - 10:30 <u>Resume Development</u> 9:00 - 10:30 <u>Interviewing</u> 1:30 - 3:00	<u>HOPE</u> 9:00 - 10:30 <u>Computer Basics</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30
12	13	14	15	16
			<u>MS Excel 2013 Basics</u> 9:00 - 3:00	<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 9:00 - 11:00 <u>Excel 2013 Intermediate</u> 1:30 - 3:30 <u>Cover Letters</u> 1:30 - 2:30
19	20	21	22	23
			<u>Conquering the Age Barrier</u> 9:00 - 10:30 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30 <u>MS PowerPoint 2013 Basics</u> 1:30 - 3:30	<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 9:00 - 11:00 <u>Computer & Internet Safety</u> 1:30 - 3:00
26	27	28		
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p><i>A heart is not judged by how much you love, but by how much you are loved by others.</i> ~ Frank Morgan</p> </div>				