

** Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Rev. 3/14/17

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>The best thing to hold onto in life is each other.</i> </div>			<u>Interviewing - J</u> 10:30 - 12:00 <u>Keyboarding - C</u> 9:00 - 11:00 <u>Computer Basics - C</u> 1:30 - 3:30	<u>Cover Letters - J</u> 2:00 - 4:00
			10	11
			<u>Interviewing Practice - J</u> 9:00 - 12:00	<u>Closed - Good Friday</u>
17	18	19	20	21
			<u>MS Word 2010 Basics - C</u> 9:00 - 3:00	<u>Conquering the Age Barrier-C</u> 9:00 - 10:30 <u>Resume Development - J</u> 1:30 - 3:00
24	25	26	27	28
			<u>MS Excel 2010 Basics - C</u> 9:00 - 3:00	<u>MS Excel Intermediate - C</u> 9:00 - 11:00