

January 2018
Workshop Schedule

** Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Customer Copy

Rev. 12/4/17

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
 New Year's Day - Office Closed				<u>Internet Basics/Email</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30
8	9	10	11	12
			<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
15	16	17	18	19
 Martin Luther King Day - Office Closed				<u>Resume Open Lab</u> 9:00 - 11:00 <u>Conquering the Age Barrier</u> 1:30 - 3:00 <u>Cover Letters</u> 1:30 - 2:30
22	23	24	25	26
			<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
29	30	31		