

# Community Computer and Employment Resource Center

February 2011

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> Intro to Microsoft Word 10:00-11:00am  Resume Writing 1:00-2:00pm	<b>2</b> Interviewing: Before, During, & After 10:00-11:00am  How to Facebook 1:00-2:00pm	<b>3</b> Networking 10:00-11:00am  Intro to Microsoft Excel I 1:00-2:30pm	<b>4</b> Intro to Microsoft Excel II 10:00-11:30am  Intro to Microsoft Power Point 1:00-2:30pm
<b>7</b>  References: Obtaining & Maintaining 10:00-11:00am  Intro to Microsoft Word 1:00-2:00pm	<b>8</b>  Preparing for & Completing Job Applications (Paper/Online) 10:00-11:00am  How to Write Cover & Thank You Letters 1:00-2:00pm	<b>9</b>  How to Use the Internet for Job Searching 10:00-11:00am  Intro to Excel III 1:00-3:00pm	<b>10</b>  Identifying Your Career Interests (Online Career Assessment) 10:00-11:00am  Intro to Microsoft Word 1:00-2:00pm	<b>11</b> Basic Computer Skills (Includes Search Engines & Email Accounts) 10:00-11:00am  Identifying Your Career Interests (Online Career Assessment) 3:00-4:00pm
<b>14</b>  Basic Computer Skills (Includes Search Engines & Email Accounts) 10:00-11:00am  Intro to Excel III 3:00-4:00pm 	<b>15</b>  Resume Writing 10:00-11:00am  Interviewing: Before, During, & After 1:00-2:00pm	<b>16</b>  Intro to Microsoft Power Point 10:00-11:00am  Identifying Your Career Interests (Online Career Assessment) 3:00-4:00pm	<b>17</b>  Networking 10:00-11:00am  Intro to Microsoft Excel I 1:00-2:30pm	<b>18</b>  Intro to Microsoft Excel II 10:00-11:30am  How to Facebook 1:00-2:00pm
<b>21</b>  CLOSED PRESIDENT'S DAY  	<b>22</b>  Preparing for & Completing Job Applications (Paper/Online) 10:00-11:00am  How to Write Cover & Thank You Letters 1:00-2:00pm	<b>23</b>  References: Obtaining & Maintaining 10:00-11:00am  Intro to Excel III 1:00-3:00pm	<b>24</b>  Basic Computer Skills (Includes Search Engines & Email Accounts) 10:00-11:00am  How to Facebook 1:00-2:00pm	<b>25</b>  Intro to Microsoft Power Point 10:00-11:00am  MyBenefits.Gov 1:00-3:00pm
<b>28</b> Improve Your Typing 10:00-11:00am  Intro to Excel III 1:00-3:00pm				



