

December 2012 Workshops, Seminars, Classes and Events

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Basic Computer Skills 8:30 – 10:30 Remediation 9:00 – 1:00 / 2:00 – 4:00 Work Keys 9:00 – 1:00 Resume Prep & Review 11:00 – 1:00 Intro. to Career Center Services 2:30 – 4:00	Workplace Readiness 9:00 – 4:00 Ask The Expert 9:00 – 11:00	Remediation 9:00 – 1:00 / 2:00 – 4:00 Basic Computer Skills 10:00 – 12:00 Intro. To the Internet (email) 2:00 – 4:00	Hot Jobs Connection 9:00 Resume Prep & Review 11:00 – 1:00 Ask The Expert 11:00 – 1:00 Intermediate Computer 2:00 – 4:00	Work Keys 9:00 – 1:00 Intermediate Computer 10:00 – 12:00 eMpower U <i>"Barriers to Employment for Returning Citizens"</i> 1:00 – 2:00
10	11	12	13	14
Basic Computer Skills (KC) 8:30 – 10:30 Remediation 9:00 – 1:00 / 2:00 – 4:00 Work Keys 9:00 – 1:00 Workplace Readiness 9:00 – 4:00	Job Interview Prep. 9:00 – 10:30 Ask The Expert 9:00 – 11:00 Resume Prep & Review 11:00 – 1:00 Vocational Rehab Counselor 1:00 – 3:00 Intro. to Career Center Services 2:30 – 4:00	Remediation 9:00 – 1:00 / 2:00 – 4:00 Basic Computer Skills 10:00 – 12:00 Job Seeking Skills (Online Apps.) 2:00 – 4:00	Hot Jobs Connection 9:00 Remediation 9:00 – 1:00 / 2:00 – 4:00 Resume Prep & Review 11:00 – 1:00 Ask The Expert 11:00 – 1:00 Intermediate Computer 2:00 – 4:00	Work Keys 9:00 – 1:00 Intermediate Computer 10:00 – 12:00 eMpower U <i>"Networking Your Way to Employment"</i> 1:00 – 2:30
17	18	19	20	21
Basic Computer Skills 8:30 – 10:30 Remediation 9:00 – 1:00 / 2:00 – 4:00 Work Keys 9:00 – 1:00 Resume Prep & Review 11:00 – 1:00 Intro. to Career Center Services 2:30 – 4:00	Workplace Readiness 9:00 – 4:00 Ask The Expert 9:00 – 11:00	Remediation 9:00 – 1:00 / 2:00 – 4:00 Basic Computer Skills 10:00 – 12:00 Intro. To the Internet (email) 2:00 – 4:00	Remediation 9:00 – 1:00 / 2:00 – 4:00 Resume Prep & Review 11:00 – 1:00 Ask The Expert 11:00 – 1:00 Intermediate Computer 2:00 – 4:00	Work Keys 9:00 – 1:00 Intermediate Computer 10:00 – 12:00 Military Workforce Information Session 10:00 – 12:00 eMpower U <i>"Career Exploration & Changing Careers"</i> 1:00 – 2:00
24		26		28
Workshops will resume Monday, December 31st				<div style="border: 2px solid red; padding: 10px; background-color: #800000; color: white;"> Call to reschedule if you cannot attend class </div>
31	Basic Computer Skills 8:30 – 10:30 Remediation 9:00 – 1:00 / 2:00 – 4:00 Resume Prep & Review 11:00 – 1:00 Intro. to Career Center Services 2:30 – 4:00			