

COIC/WorkSource Madras January/Enero 2012

Monday	Tuesday	Wednesday	Thursday	Friday
2 Closed for New Years 	3 10:00 - 11:30 a.m. Intro to Computers 1:00 - 2:00 p.m. Life Skills	4 10:00 - 11:30 a.m. Email 2:00 - 3:30 p.m. File Management	5 No Workshop	6
9 10:00 - 11:30 a.m. Intro to Powerpoint 2:00 - 3:30 p.m. Don't Lose That Job!	10 10:00- 11:30 a.m. Get Financially Fit 1:00 - 2:00 p.m. Life Skills	11 10:00 - 11:30 a.m. Intro to Word 2:00 - 3:30 p.m. Word 2	12 No Workshop	13 
16 Closed for MLK Jr. Day	17 9:00 - 11:30 a.m. Assessments 1:00 - 2:00 p.m. Life Skills	18 10:00 - 11:30 a.m. Intro to Excel 2:00 - 3:30 p.m. Excel 2	19 10:00 - 11:30 a.m. Interviewing 1:00 - 3:00 p.m. GED Pretesting	20
23 10:00- 11:30 a.m. Online Applications 2:00 - 3:30 p.m. Internet Job Search	24 10:00 - 11:30 a.m. Intro to Computers 1:00 - 2:00 p.m. Life Skills	25 9:00 a.m. - Noon Legal Aid 10:00- 11:30 a.m. Resumes 1 2:00 - 3:30 p.m. Resumes 2	26 10:00 - 11:30 a.m. Intro to Powerpoint 1:00 - 3:00 p.m. GED Pretesting	27 
30 10:00 - 11:30 a.m. Intro to Word 2:00 - 3:30 p.m. Word 2	31 10:00 - 11:30 a.m. Email 1:00 - 2:00 p.m. Life Skills	<u>If you need accommodations please give a 5 day notice.</u> <u>Servicios para personas con impedimentos estan disponibles al pedirlos</u>	<u>If you are 10 minutes late, please reschedule for the next available class.</u> <u>Si usted llega 10 minutos tarde, porfavor haga una cita para la siguiente clase</u>	30

Please call to register for classes at 475-7118, ext. 243 * Initial Skills Review must be completed prior to taking a class.
Favor de llamar y registrarse para las clases a 475-7118, Ext. 243 * Registracion necesita ser completado antes de tomar una clase