

Gulfport Workshop/Events

March 2010 Schedule



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1 9:00am-10:30am Windows XP (Learn the basics of how to use the mouse and customize the computer's desktop)</p> <p>11:00am-12:30pm Windows XP (Learn the basics of how to use the mouse and customize the computer's desktop)</p> <p>1:30pm-4:30pm Keyboarding / Intro to Computers (Learn and practice the basics of using a computer and typing)</p>	<p>2 1:00pm-4:00pm MS Word Level I a</p> <p>4:00pm-7:00pm MS Word Level I a</p>	<p>3 9:00am-12:00pm MS Access Level I</p> <p>1:00pm-4:00pm MS PowerPoint Level I</p>	<p>4 1:00pm-4:00pm MS Word Level I b</p> <p>4:00pm-7:00pm MS Word Level I b</p>	<p>5 No Computer Classes Scheduled</p>	<p>6</p>
7	<p>8 No Computer Classes Scheduled</p>	<p>9 1:00pm-4:00pm MS Word Level II a</p> <p>4:00pm-7:00pm MS Word Level II a</p>	<p>10 9:00am-12:00pm MS Access Level II</p> <p>1:00pm-4:00pm MS PowerPoint Level II</p>	<p>11 1:00pm-4:00pm MS Word Level II b</p> <p>4:00pm-7:00pm MS Word Level II b</p>	<p>12 9:00am-12:00pm MS Access Applied Application</p> <p>1:00pm-4:00pm MS PowerPoint Applied Application (Applied Application courses are to be taken after completion of course)</p>	<p>13</p>
14	<p>15 9:00am-12:00pm Interviewing Workshop</p> <p>1:00pm-4:00pm Internet/Email</p>	<p>16 1:00pm-7:00pm MS Word Level III</p>	<p>17 9:00am-10:30am Windows XP (Learn the basics of how to use the mouse and customize the computer's desktop)</p> <p>11:00am-12:30pm Windows XP (Learn the basics of how to use the mouse and customize the computer's desktop)</p> <p>1:30pm-4:30pm Keyboarding / Intro to Computers (Learn and practice the basics of using a computer and typing)</p>	<p>18 1:00pm-7:00pm MS Word Level IV</p>	<p>19 No Computer Classes Scheduled</p>	<p>20</p>
21	<p>22 No Computer Classes Scheduled</p>	<p>23 No Computer Classes Scheduled</p>	<p>24 No Computer Classes Scheduled</p>	<p>25 No Computer Classes Scheduled</p>	<p>26 No Computer Classes Scheduled</p>	<p>27</p>
28	<p>29 9:00am-12:00pm MS Excel Level I a</p> <p>1:00pm-4:00pm MS Excel Level I a</p>	<p>30 1:00pm-4:00pm Resume Writing</p> <p>4:00pm-7:00pm Keyboarding</p>	<p>31 9:00am-12:00pm MS Excel Level I b</p> <p>1:00pm-4:00pm MS Excel Level I b</p>			

1. Please print your name and phone number. Name: _____ Phone: _____
2. Circle the class that you WISH TO TAKE AND Turn this form in at the WIN Job Center front desk. Windows XP is mandatory prior to signing up for MGCCC Microsoft Office classes. *Gulfport Win Job Center: : (228) 897-6900*

