

**Bold – Arundel Mills (AM)**

*\*Italics – Glen Burnie (GB)*

Underlined – Annapolis (ANN)



# September 2008



Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>  <b>LABOR DAY</b>	<b>2</b>	<b>3</b> <b>Computer Basics I – (AM)</b> <b>9:00 – 11:00 a.m.</b> <b>Intro to Excel I – (AM)</b> <b>1:00 – 3:00 p.m.</b>	<b>4</b> <b>Computer Basics II – (AM)</b> <b>9:00 – 11:00 a.m.</b> <b>Intro to Excel II – (AM)</b> <b>1:00 – 3:00 p.m.</b>	<b>5</b>  <i>*Resume Writing – (GB)</i> <i>9:30 – 11:00 a.m.</i>  <b>Active Resume – (AM)</b> <b>9:00 – 11:30 a.m.</b>  <b>Interview Skills – (AM)</b> <b>12:30 – 3:00 p.m.</b>
<b>8</b>	<b>9</b>  <i>*Interviewing Skills - (GB)</i> <i>9:30 – 11:00 a.m.</i>  <i>*Computer Basics I – (GB)</i> <i>10:00 a.m. – 12 noon</i> <i>*Intro to Excel 1 – (GB)</i> <i>1:30 – 3:30 p.m.</i>	<b>10</b>  <i>*Computer Basics II – (GB)</i> <i>10:00 a.m. – 12 noon</i> <i>*Intro to Excel II – (GB)</i> <i>1:30 – 3:30 p.m.</i>	<b>11</b>	<b>12</b>
<b>15</b>  <i>*Benefits Planner - (GB)</i> <i>10:00 a.m. – 3:45 p.m.</i>	<b>16</b>	<b>17</b>	<b>18</b>  <b>Keyboarding – (AM)</b> <b>9:00 – 11:00 a.m.</b> <b>Intro to Internet – (AM)</b> <b>1:00 – 3:00 p.m.</b>	<b>19</b>  <b>Resume Clinic – (AM)</b> <b>9:00 – 11:30 a.m.</b>  <b>Interview Live – (AM)</b> <b>12:30 – 3:00 p.m.</b>
<b>22</b>  <hr/>  <b>30</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>