

## Seneca Ridge Quick Reference Fall 2011 Calendar

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<b>COMPUTER BASICS</b>	<b>8/16 &amp; 8/ 18</b>	<b>Tues &amp; Thurs 10:00 - 12:00</b>	Learn the basics before moving on to Word & Excel
<b>INTERNET BASICS</b>	<b>8/22/2011</b>	<b>Monday 10:00 - 12:00</b>	Learn how to search for jobs etc.
<b>BUDGET YOUR MONEY: A Life Saver</b>	<b>Aug 19,2011</b>	<b>Friday 10:00 - 12:00</b>	Learn critical money management skills. These skills are always useful.
<b>JOB CLUB TESTING &amp; INDIVIDUAL ASSESSMENT</b>	<b>8/23 &amp; 8/25</b>	<b>Tues &amp; Thurs 10:00 - 1:00 10:00 - 2:00</b>	Find out where your skills and interests are so that you can play to your strengths.
<b>JOB CLUB Workshops</b>	<b>8/30 - 9/8</b>	<b>Tues &amp; Thurs 10AM to 12 PM</b>	Improve your resume, cover letter, job interviewing skills
<b>ESOL ORIENTATION &amp; TESTING*</b>	<b>8/24</b>	<b>Wednesday 10AM to 12 PM or 6:00 PM - 8:00</b>	* Attendance at ESOL Orientation & Testing required for registration
<b>ESOL AM</b>	<b>8/29 - 12/19</b>	<b>Mon &amp; Wed 10:00 - 12:00 PM</b>	English reading, writing and conversation for non-native speakers
<b>ESOL PM</b>	<b>8/29 - 12/19</b>	<b>Mon &amp; Wed 6:00 PM - 8:00</b>	English reading, writing and conversation for non-native speakers
<b>PSAT Parent/Student Orientation</b>	<b>8/25/2011</b>	<b>Thursday 4:00 - 5:00 PM</b>	Parents of High School Students: Get all your questions answered about why the PSAT is important.
<b>PSAT</b>	<b>8/27 - 10/8</b>	<b>Saturday 9:00 AM- 1:10</b>	For high schools students - learn test-taking strategies & more
<b>BEST USE OF CREDIT Workshop</b>	<b>8/26/2011</b>	<b>Friday 10:00 - 12:00 PM</b>	Learn how to avoid high fees and credit traps
<b>Time Management</b>	<b>8/30 &amp; 8/31</b>	<b>Tues &amp; Wed 9:00 AM - 12:00</b>	Learn how to prioritize personal and work-related tasks
<b>GED ORIENTATION &amp; TESTING *</b>	<b>9/7/2001</b>	<b>Wednesday 9:30 - 12:30</b>	* Attendance Required for registraion
<b>GED English AM</b>	<b>9/12 - 10/28</b>	<b>Mon, Wed, Fri 9:30 AM - 12:30</b>	Take a morning class to prepare for the GED exam
<b>GED Math AM</b>	<b>9/12 - 10/28</b>	<b>Mon, Wed, Fri 9:30 AM - 12:30</b>	Take a morning class to prepare for the GED exam
<b>Pre-GED English PM</b>	<b>9/12 - 11/21</b>	<b>Mon &amp; Wed 6:00 - 9:00 PM</b>	Take an evening class to prepare for the GED exam
<b>Pre-GED Math PM</b>	<b>9/12 - 11/21</b>	<b>Mon &amp; Wed 6:00 - 9:00 PM</b>	Take an evening class to prepare for the GED exam
<b>How to Manage Conflict</b>	<b>9/13 &amp; 9/15</b>	<b>Tues &amp; Thurs 9:00 AM - 1:00 PM</b>	Learn how to resolve conflicts successfully.
<b>Word 1 AM</b>	<b>9/13 - 9/27</b>	<b>Tues &amp; Thurs 10:00 - 12:00 PM</b>	Most jobs require MS Word

<b>Word 1 PM</b>	<b>9/13 - 9/27</b>	<b>Tues &amp; Thurs 6:00 - 8:00 PM</b>	
<b>Word 2 AM</b>	<b>10/4 - 10/13</b>	<b>Tues &amp; Thurs 10:00 - 12:00 PM</b>	Most jobs require MS Word
<b>Word 2 PM</b>	<b>10/4 - 10/13</b>	<b>Tues &amp; Thurs 6:00 PM - 8:00 PM</b>	
<b>Watt Watchers Workshop</b>	<b>10/7 &amp; 10/14</b>	<b>Friday -2 sessions 10:00 - 12:00 PM</b>	Save \$\$\$\$ on your energy bill
<b>Excel 1 AM</b>	<b>10/18 - 11/3</b>	<b>Tues &amp; Thurs 10:00 - 12:00 PM</b>	Most jobs require MS Excel
<b>Excel 1 PM</b>	<b>10/18 - 11/3</b>	<b>Tues &amp; Thurs 6:00 PM - 8:00 PM</b>	
<b>Excel 2 AM</b>	<b>11/8 - 12/6</b>	<b>Tues &amp; Thurs 10:00 - 12:00 PM</b>	Learn advanced functions
<b>Excel 2 PM</b>	<b>11/8 - 12/6</b>	<b>Tues &amp; Thurs 6:00 PM - 8:00 PM</b>	