



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 classes held at 5000 SAN MATEO BLVD NE	5 CAREER COMPASS N: Explore A Career 1:00 pm - 2:15 pm Internet Basics 2:30 pm - 3:30 pm	6 CAREER COMPASS E: Resume/Applying 1:00 pm - 2:15 pm	7 CAREER COMPASS S: Interviewing 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	8 COMMUNITY CAREER FAIR 1-3 pm Meet company hiring managers.. job leads! 5000 SAN MATEO	9 CAREER COMPASS W Your New Job 1:00 pm - 2:15 pm Thinking Critically 2:30 pm - 3:30 pm	10 YOU DONATE ITEMS TO GOODWILL
11 classes held at 6001 LOMAS BLVD NE	12 Microsoft Word 9:30 am - 10:45 am Microsoft PowerPoint 11:00 am -12:15 pm	13 Excel-Beginners 9:30 am - 11:00 am First Impressions 11:30 am -12:30 pm	14 Microsoft: Explorer 9:30 am - 10:45 am Internet Basics 11:00 am - 12:00 pm	15 Resiliency 9:30 am - 11:00 am	16	17 DONATIONS SOLD IN GOODWILL STORES
18 classes held at 5000 SAN MATEO BLVD NE	19 LEARN. GROW. SUCCEED. INSPIRE.	20 Excel-Functions 1:00 pm - 2:30 pm	21 Intro to Coding 9:00 am - 10:15 am Coding Workshop 10:30 am - 11:30 am	22 COMMUNITY CAREER FAIR 1-3 pm Meet company hiring managers.. job leads! 5000 SAN MATEO	23 Game Development 9:00 am - 10:30 am App Development 11:00 am - 12:30 pm	24 REVENUE FUNDS OUR FREE PROGRAMS & SERVICES
25 classes held at 6001 LOMAS BLVD NE	26	27 Stress Management Workshop 1:00 pm - 2:30 pm Cybersecurity 3:00 pm -4:00 pm	28 Public Speaking Intro 1:00 pm - 2:30 pm Money Management 3:00 pm - 4:00 pm	29 Resiliency Workshop 9:30 am - 11:00 am	30 Discovering Data 1:00 pm-2:00 pm Microsoft Outlook 2:30 pm- 3:45 pm	31 NEW MEXICANS FIND JOBS!

DigitalSkills

INTERNET BASICS: Learn about the internet , search engines, browsers & online safety.

EXCEL- BEGINNERS: Intro to spreadsheet features: sort, formatt, filter & basic formulas

EXCEL-FUNCTIONS: VLOOKUP, WEEKDAY, SUMIFS, "absolute vs relative" cells & data validation.

MICROSOFT WORD: Format, save, spellcheck documents.Insert images/shapes. Design layout.

MICROSOFT POWERPOINT: Learn to design, animate slides and play/save presentations.

MICROSOFT EXPLORER: How to download,save, organize & find files.Navigating Windows OS.

MICROSOFT OUTLOOK: Navigating the interface, composing/sorting email & calendar usage. **NEW**

CYBERSECURITY: Learn to identify cyber threats, phishing & protect your digital assets.

INTRO TO CODING: Programming overview of JavaScript, Python and web development.

CODING WORKSHOP: Fun coding games to build coding skills in JavaScript & Python

APP DEVELOPMENT: Intro to app coding, a look at iOS & Android, interactive learning exercises.

GAME DEVELOPMENT: Intro to creating video games and using game engines.

DISCOVERING DATA: Learn ways to collect and interpret data to guide decision making. **NEW**

NEW

PUBLIC SPEAKING INTRO: Build communication skills. Know, manage & influence your audience. Learn the basics, followed by a practice session.

LifeSkills/WellnessSkills

STRESS MANAGEMENT: Detailed look at causes of stress & strategies to overcome.

RESILIENCY: In-depth look at how to withstand & recover from the difficulties of life.

STRESS MANAGEMENT WORKSHOP: Discover meditative/other practice to relieve stress

RESILIENCY WORKSHOP: Discover tools to develop plan to strengthen resiliency skills

MONEY MANAGEMENT: Financial literacy class on paychecks, budgets, expenses & credit

THINKING CRITICALLY: Become better thinkers. Build analytical skills, learn to determine the validity of information.

EmploymentSkills

Career Compass Employment Skills Series (NESW):

N/EXPLORE A CAREER: Explore career interests, identify existing skills & analyze for potential jobs

E/RESUME & APPLYING: Create/improve resume and learn how to apply for jobs online better.

S/INTERVIEWING: Best practices in interviewing & professional communication for success.

W/YOUR NEW JOB: Building relationships, good attitude & behavior skills to grow in your new position.

FIRST IMPRESSIONS: Using time management, words, appearance & body language to make good impression.