







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

### FREE CLASSES FOR THE COMMUNITY !

## DigitalSkills

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

**EXCEL- BEGINNERS:** Workshop intro to spreadsheet features: sorting, formatting, filtering & basic formulas

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

**EXCEL-PIVOT TABLES:** In-depth review of PivotTable construction & use

**EXCEL MINDSET:** Focus on mental & analysis skills needed to use excel well

**MICROSOFT WORD:** Format, save, spellcheck documents Learn to space & insert images/shapes. Design layout.

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

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

**CYBERSECURITY:** Learn to identify cyber threats, phishing & how to 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, plus interactive learning exercises.

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

## 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.

## LifeSkills/WellnessSkills

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

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

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

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

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

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

LEARN.  
GROW.  
SUCCEED.  
INSPIRE.