

**UCM**  
**WORKFORCE DEVELOPMENT CENTER**  
**CLASS SCHEDULE**

	# of sessions	Class schedule	Class starts	Class ends	Instructor
MS-Word	8 sessions (4 weeks)	Tuesdays & Thursdays 7:00-9:00 p.m.	04/29/2008	05/22/2008	Mary E. Ellen
MS-Excel (basic)	8 sessions (4 weeks)	Tuesdays & Thursdays 9:00-11:00 a.m.	To be determined		Ned Stone
MS-Excel (Advanced)	8 sessions (8 weeks)	Mondays 9:00-11:00 a.m.	04/14/08	06/02/2008	Ned Stone
Business Class	8 sessions (8 weeks)	Wednesdays 7:00-9:00 p.m.	04/09/2008	05/28/2008	Joy Newland
New You Workshop	6 sessions (6 weeks)	Wednesdays 10:00-11:30 a.m.	05/21/2008	06/25/08	Rigoberto Louis Kris Sanchez
Promoting Your Hidden Talent & Job interviewing Workshop	1 3/4 hour session	Friday 05/02/08 and Friday 05/16/08 From 10:00-11:45 a.m.	Ongoing	05/02/2008  05/16/2008	Rigoberto Louis
Computerized job search	4 sessions	4:30-6:30 p.m.	05/06/2008 05/15/2008	05/15/2008	Nora Gyuk
Computerized job search (in spanish)	2 sessions	Saturdays 9:00 a.m.-12:30 p.m.	To be determined		Marty Bartreau

