



Northwest Recreation Center **NOVEMBER** Class Calendar

1300 West 300 North, Salt Lake City, UT 84116
 (801) 793-8737 - Center Front Desk - (801) 596-0072

Instructors:
 Francesca - fanderson@slco.org
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Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 Lab Opens at 10 am</p> <p>WORD 1 10 – 11 a.m.</p> <p>EMAIL 1 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>EXCEL 1 6:30 - 7:30p.m.</p>	<p>3 Lab Opens at 10 am</p> <p>WORD 2 10 – 11 a.m.</p> <p>EMAIL 2 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>EXCEL 2 6:30 - 7:30p.m.</p>	<p>4 Lab Opens at 10 am</p> <p>WORD 3 10 – 11 a.m.</p> <p>CUT, COPY & PASTE 12 – 1 p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>EXCEL 3 6:30 - 7:30p.m.</p>	<p>5 Lab Opens at 10 am</p> <p>RESUME (please bring work history) 11 – 12 p.m.</p> <p>JOB SEARCH 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>EXCEL 4 6:30 - 7:30p.m.</p>	<p>6 Lab Opens at 10 am</p> <p>GENEALOGY 10 – 11 a.m.</p> <p>CUT, COPY & PASTE 12 – 1 p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>WINDOWS XP DESKTOP 6:30 - 7:30p.m.</p>
<p>9 Lab Opens at 10 am</p> <p>EXCEL 1 10 – 11 a.m.</p> <p>BUY & SELL ONLINE 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>WORD 1 6:30 - 7:30p.m.</p>	<p>10 Lab Opens at 10 am</p> <p>EXCEL 2 10 – 11 a.m.</p> <p>INTRO TO INTERNET 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>WORD 2 6:30 - 7:30p.m.</p>	<p>11</p> <p>CLOSED FOR VETERANS DAY</p> 	<p>12 Lab Opens at 10 am</p> <p>EXCEL 3 10 – 11 a.m.</p> <p>CUT, COPY & PASTE 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>WORD 3 6:30 - 7:30 p.m.</p>	<p>13 Lab Opens at 10 am</p> <p>GENEALOGY 10 – 11 a.m.</p> <p>WINDOWS XP DESKTOP 12 - 1 p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>CUT, COPY & PASTE 6:30 - 7:30p.m.</p>
<p>16 Lab Opens at 10 am</p> <p>POWERPOINT 1 10 – 11 a.m.</p> <p>EMAIL 1 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>WINDOWS XP DESKTOP 6:30 - 7:30p.m.</p>	<p>17 Lab Opens at 10 am</p> <p>POWERPOINT 2 10 – 11 a.m.</p> <p>EMAIL 2 12 – 1 p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>EMAIL 1 6:30 - 7:30 p.m.</p>	<p>18 Lab Opens at 10 am</p> <p>POWERPOINT 3 10 – 11 a.m.</p> <p>COMPUTER KEYBOARDING & MOUSE 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>EMAIL 2 6:30 - 7:30 p.m.</p>	<p>19 Lab Opens at 10 am</p> <p>RESUME (please bring work history) 11 – 12 p.m.</p> <p>JOB SEARCH 12 – 1 p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>COMPUTER KEYBOARDING & MOUSE 6:30 - 7:30p.m.</p>	<p>20 Lab Opens at 10 am</p> <p>GENEALOGY 10 – 11 a.m.</p> <p>BUY & SELL ONLINE 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>INTRO TO INTERNET 6:30 - 7:30 p.m.</p>
<p>23 Lab Opens at 10 am</p> <p>PHOTO UPLOAD (USB cord required) 10 – 11 a.m.</p> <p>INTRO TO INTERNET 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>POWERPOINT 1 6:30 - 7:30 p.m.</p>	<p>24 Lab Opens at 10 am</p> <p>CUT, COPY & PASTE 10 – 11 a.m.</p> <p>WINDOWS XP DESKTOP 12 - 1p.m.</p> <p>Closed For After School Program 4– 6 p.m.</p> <p>POWERPOINT 2 6:30 - 7:30p.m.</p>	<p>25 Lab Opens at 10 am</p> <p>RESUME (please bring work history) 10 – 11 a.m.</p> <p>JOB SEARCH 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>POWERPOINT 3 6:30 – 7:30p.m.</p>	<p>CLOSED FOR THANKSGIVING HOLIDAY</p> 	
<p>30 Lab Opens at 10 am</p> <p>WORD 1 10 – 11 a.m.</p> <p>COMPUTER KEYBOARDING & MOUSE 12 - 1p.m.</p> <p>Closed For Literacy Program 4– 6 p.m.</p> <p>JOB SEARCH 6:30 - 7:30p.m.</p>	<p>www.cat.slco.org</p> <p>FREE Computer Lab</p> <p>* Please arrive a few minutes early to class in order to set up a free account</p> <p>* flash drives/ floppy disks are highly recommended for saving your data</p>			