Project Ready Program Schedule

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| **Week 1** |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Sign Up & OrientationKeyboard Evaluation | Creative SkillsSkills TriangleGuest Presenter - Library | Word 1Job Descriptions Research | Resume Development 1 |
| **Week 2** |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 1Math 1 | Word 2Job Applications | Word 3Online Job Applications | Resume Development 2 |
| **Week 3** |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 2Math 2 | Word 4Networking | Cover LettersThank You NotesOnline Job Applications | Resume Development 3 |
| **Week 4** |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 3Introduction to Budgeting | Finance BasicsOnline Job Applications | One on One Practice Interviews (Business attire)Powerpoint 1 | Word 5 |
| **Week 5** |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 4Internet Job Search | Job CounselingClass EvaluationPowerpoint 2 | Review SessionGraduation |  |