Project Ready Program Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week 1** | | | | |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Sign Up & Orientation  Keyboard Evaluation | Creative Skills  Skills Triangle  Guest Presenter - Library | Word 1  Job Descriptions Research | Resume Development 1 |
| **Week 2** | | | | |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 1  Math 1 | Word 2  Job Applications | Word 3  Online Job Applications | Resume Development 2 |
| **Week 3** | | | | |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 2  Math 2 | Word 4  Networking | Cover Letters  Thank You Notes  Online Job Applications | Resume Development 3 |
| **Week 4** | | | | |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 3  Introduction to Budgeting | Finance Basics  Online Job Applications | One on One Practice Interviews (Business attire)  Powerpoint 1 | Word 5 |
| **Week 5** | | | | |
| **Date** | Tuesday | Wednesday | Thursday | Friday |
| **Course** | Excel 4  Internet Job Search | Job Counseling  Class Evaluation  Powerpoint 2 | Review Session  Graduation |  |