Computer Office Skills-Hybrid (May 9, 2022 to June 16, 2022)

WEEK #	DAY	DATE	INSTRUCTOR	PROGRAM	HOURS	ROOM	CLASS TIMES
1	Monday	5/9/2022	Bill Napoli	Basic Windows (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Marlene Cain	Office Etiquette (In-Person)	4.0	PDC 101	1:00pm-5:00pm
	Tuesday	5/10/2022	Bill Napoli	Basic Windows (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Marlene Cain	Office Etiquette (In- Person)	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	5/11/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Marlene Cain	Communication (In- Person)	4.0	PDC 101	1:00pm-5:00pm
	Thursday	5/12/2022	Marlene Cain	Emotional Intelligence (In- Person)	8.0	PDC 102	8:30am-5:00pm
2	Monday	5/16/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Glenn Hunter	Communication (In- Person)	4.0	PDC 101	1:00pm-5:00pm
	Tuesday	5/17/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Glenn Hunter	Customer Service (In- Person)	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	5/18/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Glenn Hunter	Customer Service (In- Person)	4.0	PDC 101	1:00pm-5:00pm
	Thursday	5/19/2022	Sophia Brooks	Effective Communication	8.0	PDC 102	8:30am-5:00pm
3	Monday	5/23/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Sophia Brooks	16 Personalities in the Workplace Part 1	4.0	PDC 101	1:00pm-5:00pm
	Tuesday	5/24/2022	Bill Napoli	WORD (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Sophia Brooks	16 Personalities in the Workplace Part 2	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	5/25/2022	Bill Napoli	EXCEL (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Sophia Brooks	Team Work	4.0	PDC 101	1:00pm-5:00pm
	Thursday	5/26/2022	Sophia Brooks	Cover Letter	8.0	PDC 102	8:30am-5:00pm

4	**Monday**	5/30/2022		MEMORIAL DAY			
	Tuesday	5/31/2022	Bill Napoli	EXCEL (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Sophia Brooks	Customer Service Part 1	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	6/1/2022	Bill Napoli	EXCEL (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Sophia Brooks	Customer Service Part 2	4.0	PDC 101	1:00pm-5:00pm
	Thursday	6/2/2022	Sophia Brooks	Resumes	8.0	PDC 102	8:30am-5:00pm

5	**Monday**	6/6/2022	Bill Napoli	EXCEL (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Marlene Cain	Cover Letters	4.0	PDC 102	1:00pm-5:00pm
	Tuesday	6/7/2022	Bill Napoli	EXCEL (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Marlene Cain	Team Management	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	6/8/2022	Bill Napoli	Power Point (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Marlene Cain	Conflict Management	4.0	PDC 101	1:00pm-5:00pm
	Thursday		Marlene Cain	TBD	8.0	PDC 101	1:00pm-5:00pm

6	**Monday**	6/13/2022	Bill Napoli	Power Point (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Marlene Cain	Stress Management (In- Person)	4.0	PDC 101	1:00pm-5:00pm
	Tuesday	6/14/2022	Bill Napoli	Google/ Outlook (Virtual)	4.0	PDC 102	8:30am-12:30pm
			Marlene Cain	Stress Management (In- Person)	4.0	PDC 102	1:00pm-5:00pm
	Wednesday	6/15/2022	Bill Napoli	Google/ Outlook (Virtual)	4.0	PDC 101	8:30am-12:30pm
			Marlene Cain	Job Search Strategies (In- Person)	4.0	PDC 101	1:00pm-5:00pm
	Thursday	6/16/2022	Marlene Cain	Job Search / Graduation (In- Person)	8.0	PDC 102	8:30am-5:00pm