

WAKULLA: TRAINING ACADEMY CALENDAR OF EVENTS—JANUARY THRU MARCH 2012

Pre-registration for each class opens as soon as the class is scheduled and closes the WEDNESDAY before the class begins. Please register at www.wfplus.org.

JANUARY 2012					FEBRUARY 2012					MARCH 2012				
Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
2	3	4	5	6			1 MS Word 1 2-4	2	3				1	2
9	10	11	12	13	6	7	8	9	10	5	6 Banking 101 10:00	7 MS Word 1 2-4	8	9
16	17	18	19	20	13	14	15 MS Excel 1 2-4	16	17	12	13	14	15	16
23 Managing Your Debt 10:00	24	25	26	27	20	21	22	23	24	19	20	21 MS Excel 1 2-4	22	23
30	31				27	28	29			26	27	28	29	30

Course Descriptions

Microsoft Word (10 hours of instruction) - This course is designed for individuals who want to gain basic knowledge of working in Word. The course teaches students how to create, edit and enhance standard business documents

Microsoft Excel (10 hours of instruction) - This course is designed to teach Excel novices various applications such as how to insert and format tables, sort and filter data in spreadsheets, create charts and illustrations, save data in specified formats and will help you enhance your spreadsheets with templates, charts and formulas which will allow the data to be analyzed in a variety of formats..

Banking 101 - How to open an account, write a check, make a deposit, understand banking terms.

Managing Your Debt—Learn simple strategies for paying down debt .

Special Accommodation Request

In compliance with The Americans with Disabilities Act (ADA), **WORKFORCE plus** provides "reasonable accommodations" for job seekers with disabilities that may affect their ability to participate in this class. Please indicate on your registration form if you have a special needs request. **WORKFORCE plus** requests at least two weeks notice, if possible, for requests involving interpretative services. Programs funded through **WORKFORCE plus** are equal opportunity programs with auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TTD equipment use Florida Relay Service 711.