



Lubbock Computer and Career Enhancement Classes
January 10th - March 4th

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Jan-10	Jan-11	Jan-12	Jan-13	Jan-14
Morning	Basic Computers 9-12 New Class Orientation	Intermediate 9-11:30 Class Orientation New	Basic Computers 9-12 (Dress for Success)	Intermediate 9-11:30	Customer Service 10-12@ Career Center
Afternoon	Intermediate 1:30-4 New Class Orientation	Basic Computers 1-4 New Class Orientation	Intermediate 1:30-4	Basic Computers 1-4 (Dress for Success)	
Week 2	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Soft Skills & Body Language 10-12 on Zoom
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 3	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Career Exploration 10-12 @ Career Center
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 4	Jan-31	Feb-1	Feb-2	Feb-3	Feb-4
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Time Management 10-12 on Zoom
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 5	Feb-7	Feb-8	Feb-9	Feb-10	Feb-11
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Building Self-Esteem 10-12 @ Career Center
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 6	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Personal Budgeting 10-12 on Zoom
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 7	Feb-21	Feb-22	Feb-23	Feb-24	Feb-25
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12	Intermediate 9-11:30	Office Equipment & Customer Service 10-12 @ Career Center
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4	Basic Computers 1-4	
Week 8	Feb-28	Mar-1	Mar-2	Mar-3	Mar-4
Morning	Basic Computers 9-12	Intermediate 9-11:30	Basic Computers 9-12 Final Exam	Intermediate 9-11:30 Final Exam	GRADUATION CEREMONY FOR ALL CLASSES
Afternoon	Intermediate 1:30-4	Basic Computers 1-4	Intermediate 1:30-4 Final Exam	Basic Computers 1-4 Final Exam	

Basic: 48 hours
Intermediate: 36 hours
Advanced: 24 hours

Classes are offered at the Career Center unless noted otherwise.