



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

	Monday	Tuesday	Wednesday	Thursday	Friday
	Jan-3	Jan-4	Jan-5	Jan-6	Jan-14
Morning		Basic Computers 9-11:30 New Class Orientation			
Afternoon				Basic Computers 1:30-4:00pm New Class Orientation	
Week 1	Jan-10	Jan-11	Jan-12	Jan-13	Jan-14
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Building Self Esteem 10:00am-12:00pm
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	
Week 2	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Soft Skills & Body Language 10:00am-12:00pm *Virtual
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	
Week 3	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Controlling Emotions 10:00am-12:00pm
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	
Week 4	Jan-31	Feb-1	Feb-2	Feb-3	Feb-4
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Time Management 10:00am-12:00pm *Virtual
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	
Week 5	Feb-7	Feb-8	Feb-9	Feb-10	Feb-11
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Goal Setting 10:00am-12:00pm
Afternoon	Intermediate 1:30-4 @ Guyon Sanders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Sanders	Advanced 1:00-4:00pm	
Week 6	Feb-14	Feb-15	Feb-16	Feb-17	Feb-18
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Personal Budgeting 10:00am-12:00pm *Virtual
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	
Week 7	Feb-21	Feb-22	Feb-23	Feb-24	Feb-25
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Self Accountability 10:00am-12:00pm
Afternoon	Intermediate 1:30-4 @ Guyon Sanders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Sanders	Advanced 1:00-4:00pm	
Week 8	Feb-28	Mar-1	Mar-2	Mar-3	Mar-4
Morning	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Basic Computers 9am - 12pm	Intermediate 9-11:30 am	Graduation Ceremony For All Classes
Afternoon	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm @ Guyon Sanders	Intermediate 1:30-4 @ Guyon Saunders	Advanced 1:00-4:00pm	

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

Classes are offered at the Career Center unless noted otherwise.