









# 2025 March



Unforeseen circumstances can change training dates and times, please reserve your seat to attend training to receive the most updated information.

**Full Service Computer Lab**  
**Always Available for your**  
**Technology Needs**

Monday	Tuesday	Wednesday	Thursday
Individual training and assistance sessions are available daily - appointments are encouraged (Call 520-562-1206 for availability)			
Technology Assistance and Training Up-to-date Software and Technology	Microsoft Office 2016/365 Job Application Assistance Copy/Fax/Scan/Email	Resume Assistance Device Assistance Professional Digital Prints	
03 Individual and Senior training sessions	04  Resume Building Workshop 9am - 12pm Online Job Search Workshop 1pm - 4:30pm	05  AI for Beginners 1pm - 4:30pm	06  Beginning Excel 2016/365 9am - 12pm
10	11	12	13
Spring Break Closure			
17 Reserved GRIC Departmental Training	18  Resume Building Workshop 9am - 12pm Online Job Search Workshop 1pm - 4:30pm	19  Outlook (Email) 2016/365 9am - 12pm	20  Intermediate Excel 2016/365 8:30am - 12pm
24  Word 2016/365 9am - 12pm	25 Reserved GRIC Departmental Training	26  Advanced Excel 2016/365 8:30am - 12pm	27 O'odham Learning Library Workshop 1pm - 3pm
31 Individual and Senior training sessions	01	Community Technology Center 480 W. Technical Dr. Sacaton, AZ 520-562-1206	