

KAPPA CLASS

INSTRUCTOR HOME USA *WITH* KAPPA I

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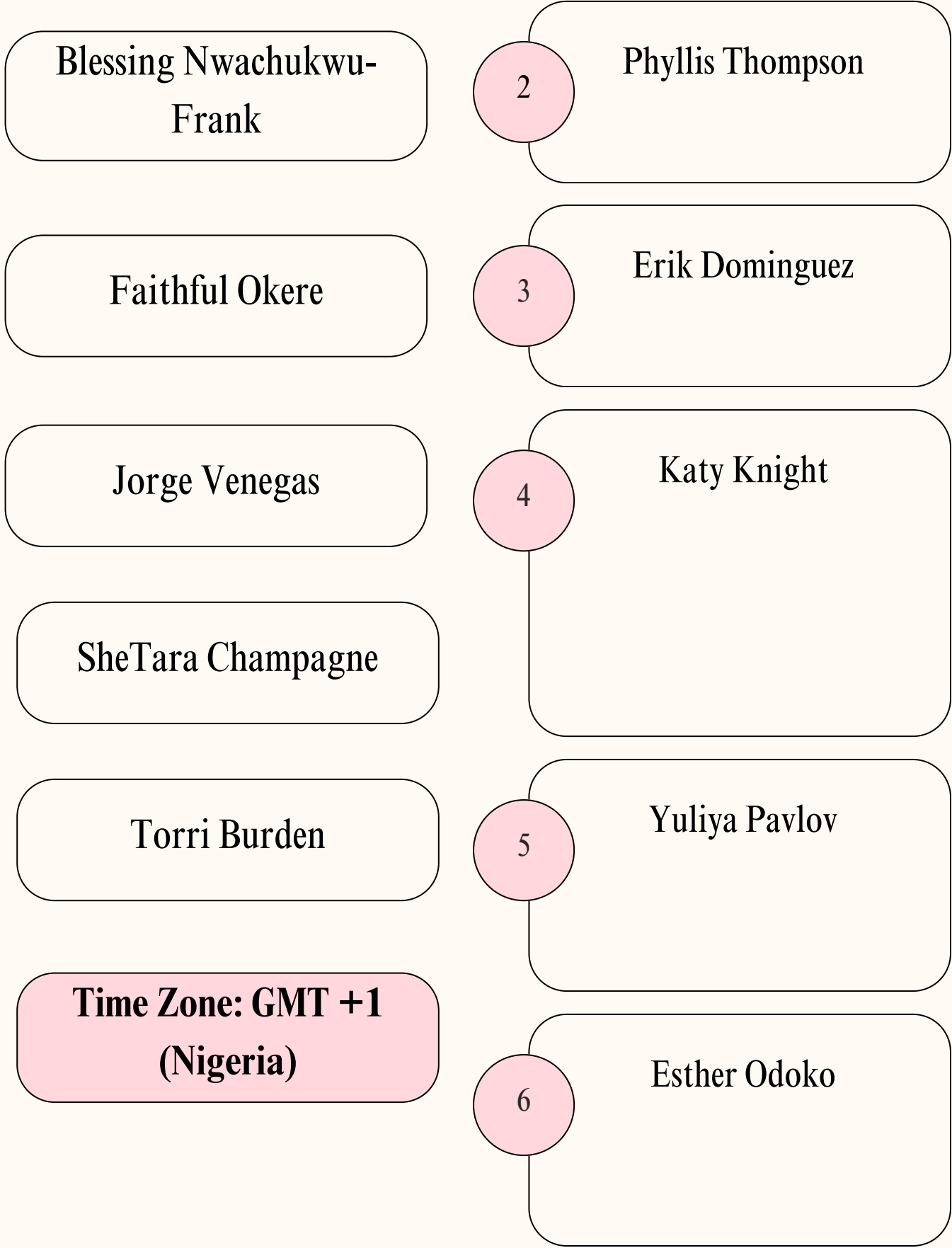
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ZOOM CLASS SCHEDULE

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Data & Technical Support Studies
Instructor Home USA
Session Guide



INSTRUCTORS

Students Ages: 15-17

- Classes will last for 2 hours max.
- Each class will have a 15 min break time.
- Internet, and computers will be required.
- Classes can be taken from any location.
- Classes can also be taken from the technology room if coming from a partner school.
- Fees for the class may fall under the “Technology Innovation Fee”.
- You have an option to pay monthly or yearly.
- Attendance and punctuality are mandatory.
- Always clock in on the website when in class.
- Remember to clock out of class when sessions are over.
- Classes will be on zoom.
- Some recorded class will be uploaded to our site.
- Our Instructors are from several parts of the world.
- Our zoom class size are to be determined (TBD).
- You will be able to share your screen on Sundays for practice and simulation.
- Fridays are a repeat class of Monday.

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week I
Class Capacity: TBD

Time/Day	Monday	Time	FRIDAY	Time	SUNDAY
06.30 PM	Intro to Data Entry	3.30 PM	Intro to Data Entry	04.00 PM	Intro to Data Entry
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 2
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to accent training	3.30 PM	Intro to accent training	04.00 PM	Intro to accent training
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 3
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Data Entry 2	3.30 PM	Intro to Data Entry 2	04.00 PM	Intro to Data Entry 2
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 4
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Etiquette	3.30 PM	Intro to Etiquette	04.00 PM	Intro to Etiquette
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 5
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Computers	3.30 PM	Intro to Computers	04.00 PM	Intro to Computers
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 6
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training Vowels	3.30 PM	Accent Training Vowels	04.00 PM	Accent Training Vowels
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 7
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Typing	3.30 PM	Intro to Typing	04.00 PM	Intro to Typing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 8
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Software	3.30 PM	Intro to Software	04.00 PM	Intro to Software
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 9
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Computer Navigation	3.30 PM	Intro to Computer Navigation	04.00 PM	Intro to Computer Navigation
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 10
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training Consonants	3.30 PM	Accent Training Consonants	04.00 PM	Accent Training Consonants
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week II
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Data Typing Exercise	3.30 PM	Data Typing Exercise	04.00 PM	Data Typing Exercise
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week I2
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Tech Support	3.30 PM	Intro to Tech Support	04.00 PM	Intro to Tech Support
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 13
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training Syllables	3.30 PM	Accent Training Syllables	04.00 PM	Accent Training Syllables
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 14
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Coding	3.30 PM	Intro to Coding	04.00 PM	Intro to Coding
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 15
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Etiquette Training	3.30 PM	Etiquette Training	04.00 PM	Etiquette Training
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 16
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training: Parts of Speech	3.30 PM	Accent Training: Parts of Speech	04.00 PM	Accent Training: Parts of Speech
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 17
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Microsoft Word	3.30 PM	Intro to Microsoft Word	04.00 PM	Intro to Microsoft Word
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 18
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Microsoft Excel	3.30 PM	Intro to Microsoft Excel	04.00 PM	Intro to Microsoft Excel
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 19
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Network Security	3.30 PM	Intro to Network Security	04.00 PM	Intro to Network Security
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation



Date: Week 20
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Artificial Intelligence	3.30 PM	Intro to Artificial Intelligence	04.00 PM	Intro to Artificial Intelligence
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Second Semester *Calendar*



Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week I
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training: Pronunciations	3.30 PM	Accent Training: Pronunciations	04.00 PM	Accent Training: Pronunciations
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 2
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Coding: Python	3.30 PM	Coding: Python	04.00 PM	Coding: Python
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 3
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to English Writing	3.30 PM	Intro to English Writing	04.00 PM	Intro to English Writing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 4
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Etiquette Training	3.30 PM	Etiquette Training	04.00 PM	Etiquette Training
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 5
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Designing	3.30 PM	Intro to Designing	04.00 PM	Intro to Designing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 6
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Ticketing	3.30 PM	Intro to Ticketing	04.00 PM	Intro to Ticketing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 7
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Touch Typing	3.30 PM	Touch Typing	04.00 PM	Touch Typing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 8
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Public Speaking	3.30 PM	Public Speaking	04.00 PM	Public Speaking
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 9
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Coding: Python	3.30 PM	Coding: Python	04.00 PM	Coding: Python
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 10
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Network Security	3.30 PM	Network Security	04.00 PM	Network Security
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week II
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Customer Support	3.30 PM	Intro to Customer Support	04.00 PM	Intro to Customer Support
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 12
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Microsoft Excel	3.30 PM	Microsoft Excel	04.00 PM	Microsoft Excel
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 13
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Calendar Management	3.30 PM	Intro to Calendar Management	04.00 PM	Intro to Calendar Management
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 14
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Intro to Social Media	3.30 PM	Intro to Social Media	04.00 PM	Intro to Social Media
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation



Date: Week 15
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Network Security	3.30 PM	Network Security	04.00 PM	Network Security
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 16
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Accent Training: Rhyming	3.30 PM	Accent Training: Rhyming	04.00 PM	Accent Training: Rhyming
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation



Date: Week 17
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Computer Navigation	3.30 PM	Computer Navigation	04.00 PM	Computer Navigation
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 18
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Speed Typing	3.30 PM	Speed Typing	04.00 PM	Speed Typing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 19
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Poetry Writing	3.30 PM	Poetry Writing	04.00 PM	Poetry Writing
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS

Weekly Schedule

Mondays: New Lesson
Fridays: Refresher Lesson
Sundays: Practice and Simulation

Date: Week 20
Class Capacity: TBD

Time/Day	Monday	Time	Friday	Time	Sunday
06.30 PM	Team Building	3.30 PM	Team Building	04.00 PM	Team Building
07.15 PM	BREAK TIME	04.15 PM	BREAK TIME	05.15 PM	BREAK TIME
07.30 PM	CLASS RESUMES	04.30 PM	CLASS RESUMES	05.30 PM	CLASS RESUMES
08.00 PM	ENDS	05.00 PM	ENDS	06.00 PM	ENDS