

## Clerical Apprenticeship Program for Excellence (CAPE)



Class Schedule	Dates
CAPE-Introduction to the Clerical Profession: Week 1	Tuesday, January 28, 2025
CAPE-Writing Essentials: Week 2 (Day 1)	Tuesday, February 4, 2025
CAPE-Writing Essentials: Week 2 (Day 2)	Wednesday, February 5, 2025
CAPE-Word Essentials: Week 3	Tuesday, February 11, 2025
CAPE-Formatting Business Documents: Week 4	Tuesday, February 18, 2025
CAPE-Organization in the Office: Week 5	Tuesday, February 25, 2025
<b>CAPE Schedule Break</b>	<b>Tuesday, March 4, 2025</b>
CAPE-Office Equipment & PC Basics: Week 6	Tuesday, March 11, 2025
CAPE-Courtesy, Respect & Professionalism: Week 7	Tuesday, March 18, 2025
CAPE-Outlook Essentials: Week 8	Tuesday, March 25, 2025
CAPE-Telephone Skills: Week 9	Tuesday, April 1, 2025
CAPE-PowerPoint Essentials: Week 10 (Day 1)	Tuesday, April 8, 2025
CAPE-Presenting with Confidence: Week 10 (Day 2)	Wednesday, April 9, 2025
<b>CAPE Schedule Break</b>	<b>Tuesday, April 15, 2025</b>
CAPE-Customer Service: Week 11	Tuesday, April 22, 2025
CAPE-Business Math Essentials: Week 12 (Day 1)	Tuesday, April 29, 2025
CAPE-Business Math Essentials: Week 12 (Day 2)	Wednesday, April 30, 2025
CAPE-Excel Essentials: Week 13	Tuesday, May 6, 2025
CAPE-Appling Business Math in Excel: Week 14	Tuesday, May 13, 2025
CAPE-Putting It All Together: Week 15	Tuesday, May 20, 2025