# June 2017

**Pathways Center**  
T-Building, Room 226  
(360) 992-2747  
pathways@clark.edu

**Hours**  
Mon, Wed, Thurs 8am – 5pm  
Tue 8:00am—6:30pm  
Fri 8:00am – 12:00pm

<table>
<thead>
<tr>
<th>Monday</th>
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<tr>
<td>May 29</td>
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| MEMORIAL DAY  
CAMPUS CLOSED | MS Office Basics  
11:00am to 12:00pm  
One Drive Basics  
2:30pm to 3:30pm | MS Word Basics  
11:00am to 12:00pm  
MS PowerPoint Basics  
2:30pm to 3:30pm | MS Excel Basics  
11:00am to 12:00pm | Open Lab  
8:00am to 12:00pm |
| 5      | 6       | 7         | 8        | 9      |
| Intro to Dependable Strengths  
11:00am to 12:00pm | Meet the Coaches  
10:00 to 11:00am &  
2:30pm to 3:30pm | How to Use Career Coach  
11:00am to 12:00pm | Gmail Basics  
2:30pm to 3:30pm | Open Lab  
8:00am to 12:00pm |
| 12     | 13      | 14        | 15       | 16     |
| Canvas Basics  
11:00am to 12:00pm | Meet the Coaches  
10:00 to 11:00am &  
2:30pm to 3:30pm | Resume Basics  
11:00am to 12:00pm | Intro to Dependable Strengths  
2:30pm to 3:30pm | Open Lab  
8:00am to 12:00pm |
| 19     | 20      | 21        | 22       | 23     |
| Dependable Strengths  
Pre-Work  
10:00am to 11:00am | Dependable Strengths  
Pre-Work  
2:30pm to 3:30pm | Dependable Strengths  
Pre-Work  
12:00pm to 1:00pm | CLOSED  
Graduation! | CLOSED |
| 26     | 27      | 28        | 29       | 30     |
| Dependable Strengths  
Day 1  
9:00am to 2:00pm | Dependable Strengths  
Day 2  
9:00am to 2:00pm | Dependable Strengths  
Day 3  
9:00am to 2:00pm | CLOSED | CLOSED |

If you need accommodation due to a disability in order to fully participate in a Pathways Center event, you should contact Clark College’s Disability Support Services Office at (360) 992-2314 or 360-991-0901 (vp) or visit Penguin Union Building (PUB) room 013, two weeks prior to the event.
The Pathways Center provides support services that aid in the retention, completion, and transition of Transitional Studies students by offering activities, workshops, and connections to college and community partners so that students can achieve their personal, academic, and professional goals.

Sign up for the 3 Day Dependable Strengths Workshop!

When:
June 26th, 27th, & 28th
9:00am to 2:00pm

Where:
Clark College Main Campus
Room TBD

How to Sign-Up:
Contact the Pathways Center

What is Dependable Strengths?
- Interactive self-discovery workshop
- Identify your unique Dependable Strengths
- Build confidence and motivation towards your personal, professional, and academic goals
- Develop strategies for bringing your authentic self into the professional world

Academic Support

Meet the Coaches: Find out how Amanda, Alison, and Nicole can support your success.

Job Readiness

How to Use Career Coach: Learn how to use Career Coach to help you with your next job search, create a resume, and research careers and related majors.

Intro to Dependable Strengths: Discover how your good experience highlight strengths you didn’t know you had in this interactive introduction.

Intro to Dependable Strengths: PRE-WORK EDITION: This session is for folks signed up for Dependable Strengths to complete their pre-work before the 3 day workshop.

Resume Basics with Career Coach: Use Career Coach to uncover your skills and develop your resume.

Technology Skills

Canvas Basics: Log in and set up your Canvas account. Find your syllabus, modules, discussion boards, and how to contact your instructors.

Gmail Basics: Learn how to use and navigate, send emails, and personalize your student email.

Microsoft Office Basics: Learn the universal functions of Microsoft Office programs.

One Drive Basics: Create your account and learn how to save documents to the cloud.

MS Excel Basics: An introduction to Excel functions like auto sum basic formulas, and making tables.

MS PowerPoint Basics: An introduction to creating and developing visual presentations.

MS Word Basics: An introduction to creating and formatting documents.

*Pathways workshops are open to all levels of learning including CAP, ESL, & college level students. We also welcome community members, staff, and faculty. There is no cost and no sign-up for Pathways Center workshops.*