

# January 2020

MON	TUE	WED	THU	FRI
<b>MAE = Middletown Adult Educ. 386 Main Street Middletown</b>	<b>MCC= Middlesex Chamber of Commerce 393 Main Street Middletown</b>	1	2	3
6	7	8	9 4:00—5:30 @ Chamber MCCC / PT&DP Orientation	10
13	14 3:30-5:30 MAE  Advanced Word	15 5:00 — 7:00 MCC Learn The 4 Steps to Make Social Media Work for You	16 3:30-5:30 MAE  Advanced Word	17
20 <b>MLK Day</b>	21 3:30-5:30 MAE  Advanced Word	22 5:00 — 7:00 MCC Learn The 4 Steps to Make Social Media Work for You	23 3:30-5:30 MAE  Advanced Word	24
27	28 3:30-5:30 MAE  Advanced Excel	29 5:00 — 7:00 MCC Learn The 4 Steps to Make Social Media Work for You	30 3:30-5:30 MAE  Advanced Excel	31

# February 2020

MON	TUE	WED	THU	FRI
<p>3 5:00 — 7:00 MCC Learn The 4 Steps to Make Social Media Work for You</p>	<p>4 3:30-5:30 MAE  Advanced Excel</p>	<p>5 5:00 — 7:00 MCC Word Press / Insight Into Creating Your Own Web- site</p>	<p>6 3:30-5:30 MAE  Advanced Excel</p>	<p>7</p>
<p>10  5:00 — 7:00 MCC Word Press / Insight Into Creating Your Own Web- site</p>	<p>11</p>	<p>12 5:00 — 7:00 MCC Word Press / Insight Into Creating Your Own Web- site</p>	<p>13</p>	<p>14</p>
<p>17  5:00 — 7:00 MCC Word Press / Insight Into Creating Your Own Web- site</p>	<p>18</p>	<p>19 5:00-6:30 MCC  Grant Writing</p>	<p>20 3:30-5:30 MAE  Managing Yourself and Leading Others</p>	<p>21</p>
<p>24</p>	<p>25</p>	<p>26 5:00-6:30 MCC  Grant Writing</p>	<p>27 3:30-5:30 MAE  Managing Yourself and Leading Others</p>	<p>28</p>

# March 2020

MON	TUE	WED	THU	FRI
2 5:00-6:30 MCC Grant Writing	3 3:30-5:30 MAE QuickBooks	4 5:00-6:30 MCC Grant Writing	5 3:30-5:30 MAE Managing Yourself and Leading Others	6
9 5:00-6:30 MCC Career/Personal Coaching	10 3:30-5:30 MAE QuickBooks	11 5:00-6:30 MCC Career/Personal Coaching	12 3:30-5:30 MAE Managing Yourself and Leading Others	13
16 5:00-6:30 MCC Career/Personal Coaching	17 3:30-5:30 MAE QuickBooks	18 5:00-6:30 MCC Career/Personal Coaching	19	20
23	24 3:30-5:30 MAE QuickBooks	25	26	27
30	31			

# April 2020

MON	TUE	WED	THU	FRI
		1	2 3:30-5:30 MAE  Strategic Leadership	3
6 5:00-6:30 MCC Identifying Opportunities In Market Trends	7	9 5:00-6:30 MCC Identifying Opportunities In Market Trends	8 3:30-5:30 MAE  Strategic Leadership	10
13 5:00-6:30 MCC Identifying Opportunities In Market Trends	14	15 5:00-6:30 MCC Identifying Opportunities In Market Trends	16	17
20	21	22	23 3:30-5:30 MAE  Strategic Leadership	24
27	28	29	30 3:30-5:30 MAE  Strategic Leadership	

# May 2020

MON	TUE	WED	THU	FRI
				1
4 5:00-6:30 MCC Mastering the Art & Science of Negotiation	5	6 5:00-6:30 MCC Mastering the Art & Science of Negotiation	7	8
11 5:00-6:30 MCC Mastering the Art & Science of Negotiation	12	13 5:00 - 6:30 MCC  Business Writing	14	15
18 5:00 - 6:30 MCC  Business Writing	19	20 5:00 - 6:30 MCC  Business Writing	21	22
25 <b>Memorial Day</b>	26	27 5:00 - 6:30 MCC  Business Writing	28	29