Schedule for Free Part-time Courses Fall 2026

Registration Process (2 simple steps):

1. Click the "Register Now" button for each course you're interested in to reserve your spot.

2. We will email an intake form to you. Once you complete it and send it back to us we will confirm your registration and send you the zoom link and the link to the materials and data files.

Courses	Schedule	Registration
Excel in the Workplace Excel Terminology; Cell References; Basic Formula; AutoSum; Formatting and Alignment for Cells, Rows and Columns; Functions; Charts; Flash Fill; Sorting and Filtering Data; and IF Formula.	**Start:** Oct 20, 2026 **End:** Nov 12, 2026 Tue, Thu 3:00 pm - 5:00 pm Course Length: 16 hours (Online)	Register Now
Word in the Workplace Word Terminology; Text and Paragraph Formatting; Using Quick Styles; Margins, Breaks and Columns; Headers, Footers, and Page Numbering; Applying Themes and Style Sets; Using Tables; and Working with Illustrations.	**Start:** Nov 17, 2026 **End:** Dec 10, 2026 Tue, Thu 3:00 pm - 5:00 pm Course Length: 16 hours (Online)	Register Now
Speaking Aloud **(This course is in-person.)** This confidence-building course is designed to help participants improve their spoken English through guided practice, pronunciation exercises, and interactive communication activities. Whether for work, study, or daily life, this course helps learners become more comfortable speaking English clearly and effectively in front of others.	**Start:** October 21, 2026 **End:** Nov 25, 2026 Wed 2:00 pm - 4:00 pm Course Length: 12 hours (In-Person)	Register Now
Business Writing Learn business document formats. Practice composing letters and emails; drafting an agenda; conducting a meeting; taking minutes; and proofreading documents. Review common grammatical errors.	**Start:** Jan5, 2027 **End:** Jan 28, 2027 Tue, Thu 3:00 pm - 5:00 pm Course Length: 16 hours (Online)	Register Now

For more details contact Monika Cheshire at monika.c@wscservices.net