

January 2018
San Jose Job Center

Client Name/ State ID # _____

Career Adviser _____

1601 Foxworthy Ave, San Jose, CA 95118 408-794-1101

Mon	Tue	Wed	Thu	Fri
<p>1</p> <p>CLOSED NEW YEAR'S DAY</p>	<p>2</p>	<p>3</p> <p>9:00-3:00 Resume Development Lab</p>	<p>4</p> <p>8:30-4:30 Resume Critique</p>	<p>5</p> <p>8:30-12:30 Google Drive</p> <p>9:00-3:00 Interviewing 101</p>
<p>8</p> <p>8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-11:00 Skill Match Lab.</p> <p>12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>9</p> <p>8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>10</p> <p>8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-12:00 Job Search workshop</p> <p>12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:30 Skills Match Lab</p>	<p>11</p> <p>8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>12</p> <p>8:30-12:30 Google Drive 8:30-12:30 Career Exploration 10:00-12:00 Business Ownership workshop</p> <p>12:45-4:45 Bookkeeping & Accounting Basic</p>

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.

If you are enrolled in a workshop **you must arrive at the workshop ten minutes early to claim your seat.** If you do not arrive ten minutes early your seat may be given to someone on the wait list. If you are late to a workshop (you arrive between ten minutes from the beginning of the workshop to the workshop start time) and there are still seats available for the workshop you will be given a seat. Classes start ON TIME. Anyone entering the class late will NOT be allowed into the class unless you have a validated excuse from the front office. (The excuse must be an emergency or job related – e.g., medical appointment or interview; proof of such must be showed to be accepted)

Mon	Tue	Wed	Thu	Fri
<p>15</p> <p style="text-align: center;">CLOSED MARTIN LUTHER KING DAY</p>	<p>16</p> <p>8:30-12:30 MS Excel Intermediate</p> <p>8:30-12:30 MS PowerPoint Basic</p> <p>8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Intermediate</p> <p>12:45-4:45 MS Outlook Basic</p>	<p>17</p> <p>8:30-12:30 MS Excel Intermediate</p> <p>8:30-12:30 MS PowerPoint Basic</p> <p>9:00-11:00 Skill Match Lab.</p> <p>12:45-4:45 MS Word Intermediate</p> <p>12:45-4:45 MS Outlook Basic</p>	<p>18</p> <p>8:30-12:30 MS Excel Intermediate</p> <p>8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Word Intermediate</p> <p>12:45-4:45 MS Outlook Basic</p>	<p>19</p> <p>8:30-12:30 MS Excel Intermediate</p> <p>8:30-12:30 MS PowerPoint Basic</p> <p>9:00-3:00 Interviewing 101</p> <p>12:45-4:45 MS Word Intermediate</p> <p>12:45-4:45 MS Outlook Basic</p>
<p>22</p> <p>8:30-12:30 MS Excel Advanced</p> <p>8:30-12:30 MS PowerPoint Intermediate</p> <p>8:30-12:30 Career Exploration</p> <p>12:45-4:45 MS Word Advanced</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate</p> <p>1:30-4:30 Networking Techniques</p>	<p>23</p> <p>8:30-12:30 MS Excel Advanced</p> <p>8:30-12:30 MS PowerPoint Intermediate</p> <p>8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Advanced</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>24</p> <p>8:30-12:30 MS Excel Advanced</p> <p>8:30-12:30 MS PowerPoint Intermediate</p> <p>9:00-12:00 Job Search workshop</p> <p>12:45-4:45 MS Word Advanced</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate</p> <p>1:30-3:30 Skills Match Lab</p>	<p>25</p> <p>8:30-12:30 MS Excel Advanced</p> <p>8:30-12:30 MS PowerPoint Intermediate</p> <p>8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Word Advanced</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>26</p> <p>8:30-12:30 Google Drive</p> <p>9:00-3:00 Resume Development Lab</p> <p>10:00-12:00 Business Ownership workshop</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate</p>
<p>29</p> <p>8:30-12:30 MS Office Fundamentals</p> <p>8:30-12:30 MS PowerPoint Advanced</p> <p>9:00-11:00 Skill Match Lab.</p> <p>12:45-4:45 MS Outlook Intermediate</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p> <p>1:30-4:30 Networking Techniques</p>	<p>30</p> <p>8:30-12:30 MS Office Fundamentals</p> <p>8:30-12:30 MS PowerPoint Advanced</p> <p>8:30-4:30 Career Development</p> <p>12:45-4:45 MS Outlook Intermediate</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>31</p> <p>8:30-12:30 MS Office Fundamentals</p> <p>8:30-12:30 MS PowerPoint Advanced</p> <p>9:00-3:00 Resume Development Lab</p> <p>12:45-4:45 MS Outlook Intermediate</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>1</p> <p>8:30-12:30 MS Office Fundamentals</p> <p>8:30-12:30 MS PowerPoint Advanced</p> <p>12:45-4:45 MS Outlook Intermediate</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>2</p> <p>8:30-12:30 Google Drive</p> <p>9:00-3:00 Interviewing 101</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>