

February 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
			1	2 8:30-12:30 Google Drive (carry over from January) 9:00-3:00 Interviewing 101
5 8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 9:00-12:00 Job Search workshop 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:00-3:00 Resume Development	6 8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 8:30-4:30 Resume Critique 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic	7 8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 9:00-12:00 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic 1:00-3:00 Networking Techniques	8 8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Basic	9 10:00-12:00 Business Ownership workshop

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>12 8:30-12:30 MS Word Intermediate 8:30-12:30 MS Project Basic 9:00-12:00 Job Search workshop</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 1:00-3:00 Resume Development</p>	<p>13 8:30-12:30 MS Word Intermediate 8:30-12:30 MS Project Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate</p>	<p>14 8:30-12:30 MS Word Intermediate 8:30-12:30 MS Project Basic 9:00-12:00 Interviewing 101</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 1:00-3:00 Networking Techniques</p>	<p>15 8:30-12:30 MS Word Intermediate 8:30-12:30 MS Project Basic</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate</p>	<p>16 8:30-12:30 Career Explorations</p>
<p>19</p> <p style="text-align: center;">CLOSED PRESIDENT'S DAY</p>	<p>20 8:30-12:30 MS Word Advanced 8:30-12:30 MS Project Inter 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 MS PowerPoint Basic</p>	<p>21 8:30-12:30 MS Word Advanced 8:30-12:30 MS Project Inter. 9:00-12:00 Interviewing 101</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 MS PowerPoint Basic 1:00-3:00 Networking Techniques</p>	<p>22 8:30-12:30 MS Word Advanced 8:30-12:30 MS Project Inter.</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 MS PowerPoint Basic</p>	<p>23 8:30-12:30 MS Word Advanced 8:30-12:30 MS Project Inter. 8:30-12:30 Career Explorations 10:00-12:00 Business Ownership workshop</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 MS PowerPoint Basic</p>
<p>26 8:30-12:30 MS Project Advanced 8:30-12:30 Google Drive 9:00-12:00 Job Search workshop</p> <p>12:45-4:45 QuickBooks Advanced 12:45-4:45 MS PowerPoint Inter. 12:45-4:45 Presentation Survival Skills 1:00-3:00 Resume Development</p>	<p>27 8:30-12:30 MS Project Advanced 8:30-12:30 Google Drive 8:30-4:30 Career Development</p> <p>12:45-4:45 QuickBooks Advanced 12:45-4:45 MS PowerPoint Inter. 12:45-4:45 Presentation Survival Skills</p>	<p>28 8:30-12:30 MS Project Advanced 8:30-12:30 Google Drive 9:00-12:00 Interviewing 101</p> <p>12:45-4:45 QuickBooks Advanced 12:45-4:45 MS PowerPoint Inter. 12:45-4:45 Presentation Survival Skills 1:00-3:00 Networking Techniques</p>	<p>1 8:30-12:30 MS Project Advanced 8:30-12:30 Google Drive</p> <p>12:45-4:45 QuickBooks Advanced 12:45-4:45 MS PowerPoint Inter. 12:45-4:45 Presentation Survival Skills</p>	