

Mon	Tue	Wed	Thu	Fri
4 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Job Retention (1 of 2)	5 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Executive Coaching	6 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Career Explorations	7 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Resume/ LinkedIn Critique	8 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Job Retention (2 of 2)
12:45-4:45 MS Word Basic 12:45-4:45 QuickBooks Basic 12:45-4:45 MS Outlook Basic	12:45-4:45 MS Word Basic 12:45-4:45 QuickBooks Basic 12:45-4:45 MS Outlook Basic	12:45-4:45 MS Word Basic 12:45-4:45 QuickBooks Basic 12:45-4:45 MS Outlook Basic 2:00-4:00 Resume Development	12:45-4:45 MS Word Basic 12:45-4:45 QuickBooks Basic 12:45-4:45 MS Outlook Basic	12:45-4:45 MS Word Basic 12:45-4:45 QuickBooks Basic 12:45-4:45 MS Outlook Basic
11 8:30-12:30 MS Excel Intermediate 8:30-12:30 Software Product Development 8:30-12:30 Interviewing 101	12 8:30-12:30 MS Excel Intermediate 8:30-12:30 Software Product Development 8:30-4:30 Career Development	13 8:30-12:30 MS Excel Intermediate 8:30-12:30 Software Product Development 9:00-12:00 Job Search in Silicon Valley	14 8:30-12:30 MS Excel Intermediate 8:30-12:30 Software Product Development 8:30-4:30 Resume/ LinkedIn Critique	15 8:30-12:30 MS Excel Intermediate 8:30-12:30 Software Product Development 9:00-12:00 Career Explorations
12:45-4:45 MS Word Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 MS Outlook Intermediate 2:00-4:00 LinkedIn Lab.	12:45-4:45 MS Excel Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 MS Outlook Intermediate	12:45-4:45 MS Word Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 MS Outlook Intermediate 2:00-4:00 Resume Development	12:45-4:45 MS Word Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 MS Outlook Intermediate	12:45-4:45 MS Word Intermediate 12:45-4:45 QuickBooks Intermediate 12:45-4:45 MS Outlook Intermediate

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)

<p>18</p> <p><b>PRESIDENTS DAY</b></p> <p><b>HOLIDAY</b></p>	<p>19</p> <p>8:30-12:30 Learn MS Project 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 Executive Coaching</p> <p>12:45-4:45 Business Writing</p>	<p>20</p> <p>8:30-12:30 Learn MS Project 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 Business Writing 2:00-4:00 Resume Development</p>	<p>21</p> <p>8:30-12:30 Learn MS Project 8:30-12:30 Software Product Launch and Marketing 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Business Writing</p>	<p>22</p> <p>8:30-12:30 Learn MS Project 8:30-12:30 Software Product Launch and Marketing</p> <p>12:45-4:45 Business Writing</p>
<p>25</p> <p>8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 9:00-12:00 Job Retention (1 of 2)</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Advanced 12:45-4:45 Digital Literacy 2:00-4:00 LinkedIn Lab.</p>	<p>26</p> <p>8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Advanced 12:45-4:45 Digital Literacy</p>	<p>27</p> <p>8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Advanced 12:45-4:45 Digital Literacy 1:30-4:30 Job Search in Silicon Valley</p>	<p>28</p> <p>8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Advanced 12:45-4:45 Digital Literacy</p>	<p>1</p> <p>8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 9:00-12:00 Job Retention (2 of 2)</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Advanced 12:45-4:45 Digital Literacy</p>

**Priority Sector Workshops**

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

**FEBRUARY 2019**

America's **JobCenter**  
of California<sup>SM</sup>

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
11	12	13	14	15
18 <b>PRESIDENTS DAY HOLIDAY</b>	19	20	21	22
25	26	27	28	

	8:30-10:30 Construction 101 10:30-12:30 Finance 101	8:30-10:30 Healthcare 101 10:30-12:30 Advanced Manufacturing 101	10:30-12:30 IT 101	
	8:30-10:30 Construction 101 10:30-12:30 Finance 101	8:30-10:30 Healthcare 101 10:30-12:30 Advanced Manufacturing 101	10:30-12:30 IT 101	

# One Stop Partners Colocation Schedule @ San Jose Job Center      FEBRUARY 2019

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
	1:00-2:00 San Jose Job Corps.	9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult & Community Education 1:00-5:00 Social Services of SCC	9:00-10:00 San Jose Evergreen CC District	
11	12	13	14	15
	1:00-2:00 San Jose Job Corps.	9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	9:00-10:00 San Jose Evergreen CC District	
18	19	20	21	22
<b>PRESIDENTS DAY HOLIDAY</b>	1:00-2:00 San Jose Job Corps.	9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.		
25	26	27	28	
	1:00-2:00 San Jose Job Corps.	9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	9:00-10:00 San Jose Evergreen CC District	