

Mon	Tue	Wed	Thu	Fri
<p>1</p> <p style="text-align: center;"><b>HOLIDAY</b></p>	<p>2</p> <p>8:30-12:30 MS Excel Basic            8:30-12:30 Intro to Computers            8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Word Basic            12:45-4:45 QuickBooks Basic            12:45-4:45 Personal Branding</p>	<p>3</p> <p>8:30-12:30 MS Excel Basic            8:30-12:30 Intro to Computers            8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Basic            12:45-4:45 QuickBooks Basic            12:45-4:45 Personal Branding            1:00-4:00 Career Explorations (1 of 2)</p>	<p>4</p> <p>8:30-12:30 MS Excel Basic            8:30-12:30 Intro to Computers            8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Word Basic            12:45-4:45 QuickBooks Basic            12:45-4:45 Personal Branding</p>	<p>5</p> <p>8:30-12:30 MS Excel Basic            8:30-12:30 Intro to Computers            9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 MS Word Basic            12:45-4:45 QuickBooks Basic            12:45-4:45 Personal Branding</p>
<p>8</p> <p>8:30-12:30 MS Excel Intermediate            8:30-12:30 MS PowerPoint Basic            9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45-4:45 MS Word Intermediate            12:45-4:45 MS Project Basic            2:00-4:00 LinkedIn Lab.</p>	<p>9</p> <p>8:30-12:30 MS Excel Intermediate            8:30-12:30 MS PowerPoint Basic            8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Intermediate            12:45-4:45 MS Project Basic</p>	<p>10</p> <p>8:30-12:30 MS Excel Intermediate            8:30-12:30 MS PowerPoint Basic            9:00-12:00 Job Search in Silicon Valley</p> <p>12:45-4:45 MS Word Intermediate            12:45-4:45 MS Project Basic            2:00-4:00 Resume Development</p>	<p>11</p> <p>8:30-12:30 MS Excel Intermediate            8:30-12:30 MS PowerPoint Basic            8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Word Intermediate            12:45-4:45 MS Project Basic</p>	<p>12</p> <p>8:15-4:45 Project Management Fundamentals            8:30-12:30 MS Excel Intermediate            8:30-12:30 MS PowerPoint Basic            9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45-4:45 MS Word Intermediate            12:45-4:45 MS Project 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)

<p>15 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Technical Writing 2:00-4:00 LinkedIn Lab.</p>	<p>16 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Technical Writing</p>	<p>17 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Technical Writing 1:00-4:00 Career Explorations (1 of 2)</p>	<p>18 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 QuickBooks Intermediate 12:45-4:45 Technical Writing</p>	<p>19 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Technical Writing</p>
<p>22 8:30-12:30 Google Drive 8:30-12:30 Supreme Customer Service 9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45 Learn MS Outlook 12:45-4:45 MS Project Intermediate 12:45-4:45 Technical Writing 2:00-4:00 LinkedIn Lab.</p>	<p>23 8:30-12:30 Google Drive 8:30-12:30 Supreme Customer Service 8:30-4:30 Career Development</p> <p>12:45 Learn MS Outlook 12:45-4:45 MS Project Intermediate</p>	<p>24 8:30-12:30 Google Drive 8:30-12:30 Supreme Customer Service</p> <p>12:45 Learn MS Outlook 12:45-4:45 MS Project Intermediate 1:00-4:00 Job Search in Silicon Valley</p>	<p>25 8:30-12:30 Google Drive 8:30-12:30 Supreme Customer Service 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45 Learn MS Outlook 12:45-4:45 MS Project Intermediate</p>	<p>26 8:15-4:45 Project Management Fundamentals 8:30-12:30 Google Drive 8:30-12:30 Supreme Customer Service 9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45 Learn MS Outlook 12:45-4:45 MS Project Intermediate</p>

Mon	Tue	Wed	Thu	Fri
1	2 8:30-10:30 Advanced Manufacturing 101  10:30-12:30 IT 101	3 8:30-10:30 Construction 101  10:30-12:30 Finance 101	4 8:30-10:30 Healthcare 101	5
8	9 8:30-10:30 Construction 101  10:30-12:30 Healthcare 101	10 8:30-10:30 Finance 101  10:30-12:30 Advanced Manufacturing 101	11 8:30-10:30 IT 101	12
15	16 8:30-10:30 Advanced Manufacturing 101  10:30-12:30 IT 101	17 8:30-10:30 Construction 101  10:30-12:30 Finance 101	18 8:30-10:30 Healthcare 101	19
22	23 8:30-10:30 Construction 101  10:30-12:30 Healthcare 101	24 8:30-10:30 Finance 101  10:30-12:30 Advanced Manufacturing 101	25 8:30-10:30 IT 101	26

# One Stop Partners Colocation Schedule @ San Jose Job Center

## APRIL 2019

Mon	Tue	Wed	Thu	Fri
<p>1</p> <p><b>CESAR CHAVEZ HOLIDAY</b></p>	<p>2</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>3</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult &amp; Community Education 1:00-5:00 Social Services of SCC</p>	<p>4</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>5</p>
<p>8</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>9</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>10</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>11</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>12</p>
<p>15</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>16</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>17</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>18</p>	<p>19</p>
<p>22</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>23</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>24</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>25</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>26</p>