

December 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
3 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Interviewing 101 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:30 LinkedIn Lab.	4 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Career Development 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic	5 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Job Search in the Holidays 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:30 Resume Development	6 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic	7 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Excel Basic 8:30-12:30 MS PowerPoint Advanced 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic
10 8:30-12:30 MS Excel Intermediate 8:30-12:30 Intro to Computers 9:00-12:00 Career Exploration (Day 1 of 2) 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Business Writing 1:30-3:30 LinkedIn Lab.	11 8:30-12:30 MS Excel Intermediate 8:30-12:30 Intro to Computers 8:30-4:30 Executive Coaching 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Business Writing	12 8:30-12:30 MS Excel Intermediate 8:30-12:30 Intro to Computers 9:00-12:00 Career Exploration (Day 2 of 2) 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Business Writing 1:30-3:30 Resume Development	13 8:30-12:30 MS Excel Intermediate 8:30-12:30 Intro to Computers 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Business Writing	14 8:15-4:45 Project Management Fundamentals MS Excel Intermediate 9:00-12:00 Emotional Intelligence 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting 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>17 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 Bookkeeping & Accounting Advanced 1:30-3:30 LinkedIn Lab.</p>	<p>18 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 Bookkeeping & Accounting Advanced</p>	<p>19 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 1:00-4:00 Job Search in the Holidays</p>	<p>20 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 Bookkeeping & Accounting Advanced</p>	<p>21 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 9:00-12:00 Emotional Intelligence</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Advanced</p>
<p>24</p> <p style="text-align: center;">CLOSED CHRISTMAS EVE</p>	<p>25</p> <p style="text-align: center;">CLOSED CHRISTMAS DAY</p>	<p>26</p> <p style="text-align: center;">CLOSED TO PUBLIC</p>	<p>27</p> <p style="text-align: center;">CLOSED TO PUBLIC</p>	<p>28</p> <p style="text-align: center;">CLOSED TO PUBLIC</p>

One Stop Partners Colocation Schedule @ San Jose Job Center

DECEMBER 2018

Mon	Tue	Wed	Thu	Fri
3	4 1:00-5:00 San Jose Job Corps.	5 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	6 9:00-10:00 San Jose Evergreen CC District	7
10	11	12 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	13 9:00-10:00 San Jose Evergreen CC District	14
17	18	19 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	20 9:00-10:00 San Jose Evergreen CC District	21
24 CLOSED CHRISTMAS EVE	25 CLOSED CHRISTMAS DAY	26 CLOSED TO PUBLIC	27 CLOSED TO PUBLIC	28 CLOSED TO PUBLIC