

December 2017
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>4</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 9:30-11:30 Skills Match Lab</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Bookkeeping & Accounting Advanced 1:00-4:00 Networking Techniques</p>	<p>5</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Business Writing (week 1)</p>	<p>6</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 9:00-12:00 Job Search workshop</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Bookkeeping & Accounting Advanced 1:30-3:30 Skills Match Lab</p>	<p>7</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Intro to Computers 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Business Writing (week 1)</p>	<p>8</p> <p>9:00-3:00 Career Exploration 10:00-11:30 Wells Fargo Financial Health</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced</p>
<p>11</p> <p>8:30-12:30 MS Word Interm. 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Skills Match Lab</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 1:00-4:00 Networking Techniques</p>	<p>12</p> <p>8:30-12:30 MS Word Interm. 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Business Writing (week 2)</p>	<p>13</p> <p>8:30-12:30 MS Word Interm. 8:30-12:30 MS PowerPoint Basic 9:00-3:00 Resume Development Lab</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>14</p> <p>8:30-12:30 MS Word Interm. 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 12:45-4:45 Business Writing (week 2)</p>	<p>15</p> <p>9:00-3:00 Career Exploration 10:00-11:30 Wells Fargo - Budget management</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>18 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills</p> <p>11:30-4:30 Bookkeeping & Accounting Intermediate</p> <p>12:45-4:45 MS Office Fundamentals</p>	<p>19 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 8:30-4:30 Career Development</p> <p>11:30-4:30 Bookkeeping & Accounting Intermediate</p> <p>12:45-4:45 MS Office Fundamentals</p>	<p>20 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills</p> <p>11:30-4:30 Bookkeeping & Accounting Intermediate</p> <p>12:45-4:45 MS Office Fundamentals</p>	<p>21 8:30-12:30 Google Drive 8:30-12:30 Presentation Survival Skills 8:30-4:30 Resume Critique</p> <p>11:30-4:30 Bookkeeping & Accounting Intermediate</p> <p>12:45-4:45 MS Office Fundamentals</p>	<p>22</p> <p style="text-align: center;">CLOSED Christmas Eve (Observed)</p>
<p>25</p> <p style="text-align: center;">CLOSED CHRISTMAS DAY</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p> <p style="text-align: center;">CLOSED New Years Eve (Observed)</p>