

March 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
5 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-3:00 Career Explorations 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic	6 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-3:00 Interviewing 101 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic	7 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-12:00 Interpersonal Communications 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:30 Networking Techniques	8 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic	9 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-12:00 The Emotional Side of Job Search 12:45-4:45 MS Word Basic 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:00 Resume Development

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 Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Interpersonal Communications</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Business Writing 1:30-3:30 LinkedIn Lab.</p>	<p>13 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 Business Writing</p>	<p>14 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 The Emotional Side of Job Search</p> <p>12:45-4:45 MS Word Intermediate 12:45-4:45 Business Writing 1:30-3:30 Resume Development</p>	<p>15 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 Business Writing</p>	<p>16 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Word Intermediate</p>
<p>19 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-3:00 Career Explorations</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>20 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-3:00 Interviewing 101</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>	<p>21 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 The Emotional Side of Job Search</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 1:30-3:30 Resume Development</p>	<p>22 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 Bookkeeping & Accounting Intermediate</p>	<p>23 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint intermediate 10:00-12:00 Business Ownership workshop 12:45-4:45 MS Word Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate</p>
<p>26 8:30-12:30 MS Outlook Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 Interpersonal Communications</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced 1:30-3:30 Networking</p>	<p>27 8:30-12:30 MS Outlook Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>28 8:30-12:30 MS Outlook Basic 8:30-12:30 MS PowerPoint Advanced 9:00-12:00 The Emotional Side of Job Search</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced 1:30-3:30 Resume Development</p>	<p>29 8:30-12:30 MS Outlook Basic 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Career Development</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>30 8:15-4:45 Project Management Fundamentals 8:30-12:30 MS Outlook Basic 8:30-12:30 MS PowerPoint Advanced</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>