

October 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 8:30-12:30 MS Excel Basic 8:30-12:30 MS Outlook Basic 8:30-12:30 Interviewing 101 12:45-4:45 MS Word Basic 12:45-4:45 Software/ Hardware Development Project 1:30-3:30 LinkedIn Lab.	2 8:30-12:30 MS Excel Basic 8:30-12:30 MS Outlook Basic 8:30-4:30 Career Development 12:45-4:45 MS Word Basic 12:45-4:45 Software/Hardware Development Project	3 8:30-12:30 MS Excel Basic 8:30-12:30 MS Outlook Basic 9:30-11:30 Resume Development 12:45-4:45 MS Word Basic 12:45-4:45 Software/Hardware Development Project 1:00-4:00 Job Search	4 8:30-12:30 MS Excel Basic 8:30-12:30 MS Outlook Basic 8:30-4:30 Resume Critique 12:45-4:45 MS Word Basic 12:45-4:45 Software/Hardware Development Project	5 8:30-12:30 MS Excel Basic 8:30-12:30 MS Outlook Basic 12:45-4:45 MS Word Basic
8 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-11:00 LinkedIn Lab. 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 1:00-4:00 Career Explorations (Day 1 of 2)	9 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Executive Coaching 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic	10 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Job Search 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 1:00-4:00 Career Explorations (Day 2 of 2)	11 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume Critique 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic	12 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Emotional Intelligence (Day 1 of 3) 12:45-4:45 MS Word Intermediate 12:45-4:45 Bookkeeping & Accounting Basic

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>15 8:30-12:30 MS Excel Advanced 8:30-12:30 Intro to Computers 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Software/ Hardware Product Launch and Marketing 1:30-3:30 LinkedIn Lab.</p>	<p>16 8:30-12:30 MS Excel Advanced 8:30-12:30 Intro to Computers 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Software/ Hardware Product Launch and Marketing</p>	<p>17 8:30-12:30 MS Excel Advanced 8:30-12:30 Intro to Computers 9:30-11:30 Resume Development</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Software/ Hardware Product Launch and Marketing 1:00-4:00 Job Search</p>	<p>18 8:30-12:30 MS Excel Advanced 8:30-12:30 Intro to Computers 8:30-4:30 Resume Critique</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Software/ Hardware Product Launch and Marketing</p>	<p>19 8:30-12:30 MS Excel Advanced 9:00-12:00 Emotional Intelligence (Day 2 of 3)</p> <p>12:45-4:45 MS Word Advanced</p>
<p>22 8:30-12:30 MS Outlook Interm. 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Career Exploration (Day 1 of 2) 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Intro to Computer Logic/ Programming 1:30-3:30 LinkedIn Lab.</p>	<p>23 8:30-12:30 MS Outlook Interm. 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>24 8:30-12:30 MS Outlook Interm. 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Career Exploration (Day 2 of 2) 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Intro to Computer Logic/ Programming 1:00-4:00 Job Search</p>	<p>25 8:30-12:30 MS Outlook Interm. 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume Critique</p> <p>12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>26 8:30-12:30 MS Outlook Interm. 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Emotional Intelligence (Day 3 of 3) 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Intro to Computer Logic/ Programming</p>
<p>29 8:30-12:30 Google Drive 8:30-12:30 Personal Branding 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>30 8:30-12:30 Google Drive 8:30-12:30 Personal Branding 8:30-4:30 Career Development</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>31 8:30-12:30 Google Drive 8:30-12:30 Personal Branding 9:30-11:30 Resume Development</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>1 8:30-12:30 Google Drive 8:30-12:30 Personal Branding 8:30-4:30 Resume Critique</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Intro to Computer Logic/ Programming</p>	<p>2 8:30-12:30 Google Drive</p> <p>12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Intro to Computer Logic/ Programming</p>