

September 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
<p>3</p> <p style="text-align: center;">HOLIDAY</p>	<p>4</p> <p>8:30-12:30 Intro to Computers 8:30-12:30 Software Product Development 9:00-12:00 Job Search</p> <p>12:45-4:45 MS Office Fundamentals 12:45-4:45 Business Writing 1:00-4:00 Career Explorations (Day 1 of 2)</p>	<p>5</p> <p>8:30-12:30 Intro to Computers 8:30-12:30 Software Product Development 9:30-11:30 Resume Development 12:45-4:45 MS Office Fundamentals 12:45-4:45 Business Writing 1:00-4:00 Career Explorations (Day 2 of 2)</p>	<p>6</p> <p>8:30-12:30 Intro to Computers 8:30-12:30 Software Product Development 12:45-4:45 MS Office Fundamentals 12:45-4:45 Business Writing</p>	<p>7</p> <p>8:30-12:30 Intro to Computers 8:30-12:30 Software Product Development 12:45-4:45 MS Office Fundamentals 12:45-4:45 Business Writing</p>
<p>10</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Quick Books Basic 1:30-3:30 LinkedIn Lab.</p>	<p>11</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Quick Books Basic</p>	<p>12</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Job Search</p> <p>12:45-4:45 MS Excel Basic 12:45-4:45 Quick Books Basic 1:30-3:30 Resume Development</p>	<p>13</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 Software Product Launch and Marketing 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Basic 12:45-4:45 Quick Books Basic</p>	<p>14</p> <p>8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Executive Coaching 12:45-4:45 MS Excel Basic 12:45-4:45 Quick Books 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>17 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Emotional Intelligence (Day 1 of 3) 12:45-4:45 MS Excel Intermediate 12:45-4:45 Quick Books Intermediate 12:45-4:45 Introduction to Quality Management 1:30-3:30 LinkedIn Lab.</p>	<p>18 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Emotional Intelligence (Day 2 of 3) 12:45-4:45 MS Excel Intermediate 12:45-4:45 Quick Books Intermediate 12:45-4:45 Introduction to Quality Management</p>	<p>19 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 9:00-12:00 Emotional Intelligence (Day 3 of 3) 12:45-4:45 MS Excel Intermediate 12:45-4:45 Quick Books Intermediate 12:45-4:45 Introduction to Quality Management 1:00-4:00 Job Search</p>	<p>20 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-4:30 Career Development 12:45-4:45 MS Excel Intermediate 12:45-4:45 Quick Books Intermediate 12:45-4:45 Introduction to Quality Management</p>	<p>21 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Interviewing 101 10:00-12:00 SCORE - Entrepreneurship workshop 12:45-4:45 MS Excel Intermediate 12:45-4:45 Quick Books Intermediate 12:45-4:45 Introduction to Quality Management</p>
<p>24 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Introduction to Quality Management 1:30-3:30 LinkedIn Lab.</p>	<p>25 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 9:00-12:00 Career Explorations (Day 1 of 2) 12:45-4:45 MS Excel Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Introduction to Quality Management</p>	<p>26 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 9:00-12:00 Career Explorations (Day 2 of 2) 12:45-4:45 MS Excel Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Introduction to Quality Management 1:30-3:30 Resume Development</p>	<p>27 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Introduction to Quality Management</p>	<p>28 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-4:30 Executive Coaching 12:45-4:45 MS Excel Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Introduction to Quality Management</p>