

**November 2017**  
**San Jose Job Center**

1601 Foxworthy Ave, San Jose, CA 95118 408-794-1101

Client Name/ State ID # \_\_\_\_\_

Career Adviser \_\_\_\_\_

Mon	Tue	Wed	Thu	Fri
30 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:30-11:30 Skills Match Lab  12:45-4:45 MS Outlook Basic 12:45-4:45 Quick Books Basic 1:00-4:00 Networking Techniques	31 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-3:00 Resume Development Lab  12:45-4:45 MS Outlook Basic 12:45-4:45 QuickBooks Basic	1 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 9:00-12:00 Job Search workshop  12:45-4:45 MS Outlook Basic 12:45-4:45 Quick Books Basic 1:30-3:30 Skills Match Lab	2 8:30-12:30 MS Excel Basic 8:30-12:30 Intro to Computers 8:30-4:30 Resume Critique  12:45-4:45 MS Outlook Basic 12:45-4:45 Quick Books Basic	3 8:30-4:30 Project Management Fundamentals 9:00-3:00 Career Exploration  10:00-11:30 Wells Fargo Financial Health
6 8:30-12:30 Google Drive 9:30-11:30 Skills Match Lab  12:45-4:45 MS Word Basic 12:45-4:45 Quick Books Intermediate 1:00-4:00 Networking Techniques	7 8:30-12:30 Google Drive 8:30-4:30 Career Development  12:45-4:45 MS Word Basic 12:45-4:45 Quick Books Intermediate	8 8:30-12:30 Google Drive 9:00-12:00 Job Search workshop  12:45-4:45 MS Word Basic 12:45-4:45 Quick Books Intermediate 1:30-3:30 Skills Match Lab	9 8:30-12:30 Google Drive  12:45-4:45 MS Word Basic 12:45-4:45 Quick Books Intermediate	10          <p style="text-align: center;"><b>CLOSED</b> <b>VETERAN'S DAY</b></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>13 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Skills Match Lab  12:45-4:45 MS Outlook Intermediate 12:45-4:45 Word Intermediate 12:45-4:45 Call Center Training 1:00-4:00 Networking Techniques</p>	<p>14 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-3:00 Resume Development Lab  12:45-4:45 MS Outlook Intermediate 12:45-4:45 Word Intermediate 12:45-4:45 Call Center Training</p>	<p>15 8:30-12:30 MS Excel Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Job Search workshop  12:45-4:45 MS Outlook Intermediate 12:45-4:45 Word Intermediate 12:45-4:45 Call Center Training 1:30-3:30 Skills Match Lab</p>	<p>16 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 Outlook Intermediate 12:45-4:45 Word Intermediate 12:45-4:45 Call Center Training</p>	<p>17 8:30-4:30 Project Management Fundamentals  10:00-11:30 Wells Fargo - Budget management  12:45-4:45 Call Center Training</p>
<p>20  9:30-11:30 Skills Match Lab</p>	<p>21</p>	<p>22  9:00-3:00 Interviewing 101</p>	<p style="text-align: center;"><b>CLOSED THANKSGIVING</b></p>	<p style="text-align: center;"><b>CLOSED THANKSGIVING</b></p>
<p>27 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 9:30-11:30 Skills Match Lab  12:45-4:45 MS Word Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Business Math 1:00-4:00 Networking Techniques</p>	<p>28 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Career Development  12:45-4:45 MS Word Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Business Math</p>	<p>29 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Job Search workshop  12:45-4:45 MS Word Advanced 12:45-4:45 Quick Books Advanced 12:45-4:45 Business Math 1:30-3:30 Skills Match Lab</p>	<p>30 8:30-12:30 MS Excel Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume Critique  12:45-4:45 MS Word Advanced 12:45-4:45 Quick Books Advanced</p>	<p>1 8:30-4:30 Project Management Fundamentals 9:00-3:00 Interviewing 101</p>