

Mon	Tue	Wed	Thu	Fri
29 8:30-12:30 MS Word Basic 8:30-12:30 PowerPoint Advanced 9:30-11:30 Resume Development 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 2:00-4:00 LinkedIn Lab.	30 8:30-12:30 MS Word Basic 8:30-12:30 PowerPoint Advanced 8:30-4:30 Executive Coaching 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced	1 8:30-12:30 MS Word Basic 8:30-12:30 PowerPoint Advanced 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced 1:30-4:30 Career Explorations (1 of 2)	2 8:30-12:30 MS Word Basic 8:30-12:30 PowerPoint Advanced 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced	3 8:30-12:30 MS Word Basic 8:30-12:30 PowerPoint Advanced 9:00-12:00 Career Explorations (2 of 2) 12:45-4:45 MS Excel Basic 12:45-4:45 QuickBooks Advanced
6 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Emotional Intelligence (1 of 2) 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 2:00-4:00 LinkedIn Lab.	7 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Career Development 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic	8 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 2:00-4:00 Resume Development	9 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic	10 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint Basic 9:00-12:00 Emotional Intelligence (2 of 2) 12:45-4:45 MS Excel 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)

<p>13 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Leadership Boot- camp</p>	<p>14 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Leadership Boot- camp</p>	<p>15 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Leadership Boot- camp 1:30-4:30 Career Explorations (1 of 2)</p>	<p>16 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Leadership Boot- camp</p>	<p>17 8:30-12:30 MS Word Advanced 8:30-12:30 MS PowerPoint Intermediate 9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Leadership Boot- camp</p>
<p>20 8:30-12:30 Learn MS Outlook 9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced 2:00-4:00 LinkedIn Lab.</p>	<p>21 8:30-12:30 Learn MS Outlook 8:30-4:30 Career Development</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>22 8:30-12:30 Learn MS Outlook 9:30-11:30 Resume Development</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced 1:00-4:00 Job Search in Silicon Valley</p>	<p>23 8:30-12:30 Learn MS Outlook 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>	<p>24 8:30-12:30 Learn MS Outlook 9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45-4:45 Google Drive 12:45-4:45 Bookkeeping & Accounting Advanced</p>
<p>27</p> <p style="text-align: center;">HOLIDAY</p>	<p>28 8:30-12:30 Learn MS Project 8:30-4:30 Career Development</p> <p>12:45-4:45 Intro to Computers</p>	<p>29 8:30-12:30 Learn MS Project 8:30-12:30 Interviewing 101</p> <p>12:45-4:45 Intro to Computers 1:30-4:30 Career Explorations (1 of 2)</p>	<p>30 8:30-12:30 Learn MS Project 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Intro to Computers</p>	<p>31 8:30-12:30 Learn MS Project 9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 Intro to Computers</p>

Mon	Tue	Wed	Thu	Fri
1	2 8:30-10:30 Healthcare 101 10:30-12:30 Advanced Manufacturing 101	3 8:30-10:30 IT 101 10:30-12:30 Construction 101	4 8:30-10:30 Finance 101	5
8	9 8:30-10:30 Construction 101 10:30-12:30 IT 101	10 8:30-10:30 Finance 101 10:30-12:30 Healthcare 101	11 8:30-10:30 Advanced Manufacturing 101	12
15	16 8:30-10:30 Healthcare 101 10:30-12:30 Advanced Manufacturing 101	17 8:30-10:30 IT 101 10:30-12:30 Construction 101	18 8:30-10:30 Finance 101	19
22	23 8:30-10:30 Construction 101 10:30-12:30 IT 101	24 8:30-10:30 Finance 101 10:30-12:30 Healthcare 101	25 8:30-10:30 Advanced Manufacturing 101	26
27 HOLIDAY	28 8:30-10:30 Healthcare 101 10:30-12:30 Advanced Manufacturing 101	29 8:30-10:30 IT 101 10:30-12:30 Construction 101	30 8:30-10:30 Finance 101	31

One Stop Partners Colocation Schedule @ San Jose Job Center

MAY 2019

Mon	Tue	Wed	Thu	Fri
1 10:30-11:30 Foothill-DeAnza CC District (FHDA)	2 10:00-11:00 San Jose Job Corps.	3 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult & Community Education 1:00-5:00 Social Services of SCC	4 9:00-10:00 San Jose Evergreen CC District	5
8 10:30-11:30 Foothill-DeAnza CC District (FHDA)	9 10:00-11:00 San Jose Job Corps.	10 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	11 9:00-10:00 San Jose Evergreen CC District	12
15 10:30-11:30 Foothill-DeAnza CC District (FHDA)	16 10:00-11:00 San Jose Job Corps.	17 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	18	19
22 10:30-11:30 Foothill-DeAnza CC District (FHDA)	23 10:00-11:00 San Jose Job Corps.	24 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	25 9:00-10:00 San Jose Evergreen CC District	26
27 HOLIDAY	28 10:00-11:00 San Jose Job Corps.	29 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	30 9:00-10:00 San Jose Evergreen CC District	31