

Mon	Tue	Wed	Thu	Fri
4 8:30-12:30 MS Excel Basic 12:45-4:45 MS Word Basic 12:45-4:45 Intro to Computers 101	5 8:30-12:30 MS Excel Basic 8:30-4:30 Executive Coaching 12:45-4:45 MS Word Basic 12:45-4:45 Intro to Computers 101	6 8:30-12:30 MS Excel Basic 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 MS Word Basic 12:45-4:45 Intro to Computers 101 1:30-4:30 Resume Development	7 8:30-12:30 MS Excel Basic 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Basic 12:45-4:45 Intro to Computers 101	8 8:30-12:30 MS Excel Basic 8:30-12:30 Emotional Intelligence 12:45-4:45 MS Word Basic
11 8:30-12:30 MS Excel Intermediate 9:00-4:00 Interviewing 101 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic	12 8:30-12:30 MS Excel Intermediate 8:30-4:30 Career Development 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic	13 8:30-12:30 MS Excel Intermediate 9:00-12:00 Resume Development 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic 1:30-4:30 Career Explorations	14 8:30-12:30 MS Excel Intermediate 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic	15 8:30-12:30 MS Excel Intermediate 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.

For more information please speak to a Career Adviser.

If you are enrolled in a workshop you must arrive at the workshop TEN minutes prior to START time to guarantee your seat. If you arrive between ten minutes from the start time to the workshop start time, you might be admitted, if there still a seat available. If you arrive LATE (after START time) you won't be Admitted.

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>18 8:30-12:30 MS Excel Advanced 8:30-12:30 Emotional Intelligence</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Google Drive 2:00-4:00 LinkedIn Lab.</p>	<p>19 8:30-12:30 MS Excel Advanced 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Google Drive</p>	<p>20 8:30-12:30 MS Excel Advanced 9:00-12:00 Job Search in Silicon Valley</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Google Drive 1:30-4:30 Resume Development</p>	<p>21 8:30-12:30 MS Excel Advanced 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Google Drive</p>	<p>22 8:30-12:30 MS Excel Advanced 9:00-12:00 Career Explorations</p> <p>12:45-4:45 MS Word Advanced 12:45-4:45 Google Drive</p>
<p>25 9:00-4:00 Interviewing 101</p>	<p>26 8:30-4:30 Career Development</p>	<p>27 9:00-12:00 Resume Development</p>	<p>28</p> <p style="text-align: center;">CLOSED THANKSGIVING DAY</p>	<p>29</p> <p style="text-align: center;">CLOSED DAY AFTER THANKSGIVING DAY</p>

One Stop Partners Colocation Schedule @ San Jose Job Center

NOVEMBER 2019

Mon	Tue	Wed	Thu	Fri
4 1:00-3:00 Foothill-DeAnza CC District (FHDA)	5 10:00-11:00 San Jose Job Corps.	6 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	7 9:00-10:00 San Jose Evergreen CC District	8
11 1:00-3:00 Foothill-DeAnza CC District (FHDA)	12 10:00-11:00 San Jose Job Corps.	13 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	14 9:00-10:00 San Jose Evergreen CC District	15
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25 1:00-3:00 Foothill-DeAnza CC District (FHDA)	26 10:00-11:00 San Jose Job Corps.	27 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	28 <p style="text-align: center;">CLOSED THANKSGIVING DAY</p>	29 <p style="text-align: center;">CLOSED DAY AFTER THANKSGIVING DAY</p>