

Mon	Tue	Wed	Thu	Fri
30 8:30-12:30 Administrative Support 8:30-12:30 Intro to Computers 101 9:00-12:00 Emotional Intelligence (1 of 2) 12:45-4:45 Learn MS Project 2:00-4:00 LinkedIn Lab.	1 8:30-12:30 Administrative Support 8:30-12:30 Intro to Computers 101 8:30-4:30 Executive Coaching 12:45-4:45 Learn MS Project	2 8:30-12:30 Administrative Support 8:30-12:30 Intr to Computers 101 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 Learn MS Project 1:00-4:00 Resume Development	3 8:30-12:30 Administrative Support 8:30-12:30 Intro to Computers 101 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 Learn MS Project	4 8:30-12:30 Administrative Support 9:00-12:00 Emotional Intelligence (2 of 2)
7 8:30-12:30 MS Word Basic 8:30-12:30 Leadership Boot-camp 9:00-4:00 Interviewing 101 12:45-4:45 MS Excel Basic 12:45-4:45 MS PowerPoint Basic	8 8:30-12:30 MS Word Basic 8:30-12:30 Leadership Boot-camp 8:30-4:30 Career Development 12:45-4:45 MS Excel Basic 12:45-4:45 MS PowerPoint Basic	9 8:30-12:30 MS Word Basic 8:30-12:30 Leadership Boot-camp 9:00-12:00 Resume Development 12:45-4:45 MS Excel Basic 12:45-4:45 MS PowerPoint Basic 1:30-4:30 Career Explorations (1 of 2)	10 8:30-12:30 MS Word Basic 8:30-12:30 Leadership Boot-camp 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Basic 12:45-4:45 MS PowerPoint Basic	11 8:30-12:30 MS Word Basic 8:30-12:30 Leadership Boot-camp 9:00-12:00 Career Explorations (2 of 2) 12:45-4:45 MS Excel Basic 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.

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>14 8:30-12:30 MS Word Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 MS PowerPoint Intermediate 2:00-4:00 LinkedIn Lab.</p>	<p>15 8:30-12:30 MS Word Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 8:30-4:30 Executive Coaching</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 MS PowerPoint Intermediate</p>	<p>16 8:30-12:30 MS Word Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 9:00-12:00 Job Search in Silicon Valley</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 MS PowerPoint Intermediate 1:00-4:00 Resume Development</p>	<p>17 8:30-12:30 MS Word Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 MS PowerPoint Intermediate</p>	<p>18 8:30-12:30 MS Word Intermediate 8:30-12:30 Bookkeeping & Accounting Basic 9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45-4:45 MS Excel Intermediate 12:45-4:45 MS PowerPoint Intermediate</p>
<p>21 8:30-12:30 MS Word Advanced 8:30-12:30 Bookkeeping & Accounting Intermediate 9:00-4:00 Interviewing 101</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Google Drive</p>	<p>22 8:30-12:30 MS Word Advanced 8:30-12:30 Bookkeeping & Accounting Intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Google Drive</p>	<p>23 8:30-12:30 MS Word Advanced 8:30-12:30 Bookkeeping & Accounting Intermediate 9:00-12:00 Resume Development</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Google Drive 1:30-4:30 Career Explorations (1 of 2)</p>	<p>24 8:30-12:30 MS Word Advanced 8:30-12:30 Bookkeeping & Accounting Intermediate 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Google Drive</p>	<p>25 8:30-12:30 MS Word Advanced 8:30-12:30 Bookkeeping & Accounting Intermediate 9:00-12:00 Career Explorations (2 of 2)</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Google Drive</p>
<p>28 8:30-12:30 Bookkeeping & Accounting Advanced 9:00-4:00 Interviewing 101</p> <p>12:45-4:45 Learn MS Outlook</p>	<p>29 8:30-12:30 Bookkeeping & Accounting Advanced 8:30-4:30 Career Development</p> <p>12:45-4:45 Learn MS Outlook</p>	<p>30 8:30-12:30 Bookkeeping & Accounting Advanced 9:00-12:00 Job Search in Silicon Valley</p> <p>12:45-4:45 Learn MS Outlook 1:00-4:00 Resume Development</p>	<p>31 8:30-12:30 Bookkeeping & Accounting Advanced 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 Learn MS Outlook</p>	<p>1 8:30-12:30 Bookkeeping & Accounting Advanced</p> <p>12:45-4:45 Learn MS Outlook</p>

One Stop Partners Colocation Schedule @ San Jose Job Center

OCTOBER 2019

Mon	Tue	Wed	Thu	Fri
30 10:30-11:30 Foothill-DeAnza CC District (FHDA)	1 10:00-11:00 San Jose Job Corps.	2 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	3 9:00-10:00 San Jose Evergreen CC District	4
7 10:30-11:30 Foothill-DeAnza CC District (FHDA)	8 10:00-11:00 San Jose Job Corps.	9 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	10 9:00-10:00 San Jose Evergreen CC District	11
14 10:30-11:30 Foothill-DeAnza CC District (FHDA)	15 10:00-11:00 San Jose Job Corps.	16 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	17	18
21 10:30-11:30 Foothill-DeAnza CC District (FHDA)	22 10:00-11:00 San Jose Job Corps.	23 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	24 9:00-10:00 San Jose Evergreen CC District	25
28 10:30-11:30 Foothill-DeAnza CC District (FHDA)	29 10:00-11:00 San Jose Job Corps.	30 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	31 9:00-10:00 San Jose Evergreen CC District	