

**October 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
2 8:30-12:30 MS Project Basic 8:30-12:30 MS Office Fundamentals  12:45-4:45 MS Excel Basic 12:45-4:45 Intro to Computers	3 8:30-12:30 MS Project Basic 8:30-12:30 MS Office Fundamentals 9:00-3:00 Resume Development Lab  12:45-4:45 MS Excel Basic 12:45-4:45 Intro to Computers	4 8:30-12:30 MS Project Basic 8:30-12:30 MS Office Fundamentals 8:30-12:30 Career Exploration  12:45-4:45 MS Excel Basic 12:45-4:45 Intro to Computers 1:30-3:30 Skills Match Lab	5 8:30-12:30 MS Project Basic 8:30-12:30 MS Office Fundamentals  12:45-4:45 MS Excel Basic 12:45-4:45 Intro to Computers	6 8:30-12:30 Google Drive  12:45-4:45 Web 2.0/ LinkedIn Beginning
9 8:30-12:30 Word Intermediate 8:30-12:30 MS PowerPoint Advanced  12:45-4:45 MS Excel Intermediate	10 8:30-12:30 Word Intermediate 8:30-12:30 MS PowerPoint Advanced 8:30-4:30 Career Development  12:45-4:45 MS Excel Intermediate	11 8:30-12:30 Word Intermediate 8:30-12:30 MS PowerPoint Advanced 8:30-12:30 Job Search workshop  12:45-4:45 MS Excel Intermediate 1:30-3:30 Skills Match Lab	12 8:30-12:30 Word Intermediate 8:30-12:30 MS PowerPoint Advanced  12:45-4:45 MS Excel Intermediate	13 8:30-12:30 Google Drive 8:30-4:30 Resume Critique 10:00-11:30 Wells Fargo Financial Health  12:45-4:45 Web 2.0/ LinkedIn Beginning

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>16 8:30-12:30 Word Advanced 8:30-12:30 MS PowerPoint Basic 9:30-11:30 Skills Match Lab</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping &amp; Accounting Basic 12:45-4:45 Hospitality 1:00-4:30 Interviewing 101</p>	<p>17 8:30-12:30 Word Advanced 8:30-12:30 MS PowerPoint Basic</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping &amp; Accounting Basic 12:45-4:45 Hospitality</p>	<p>18 8:30-12:30 Word Advanced 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Career Exploration</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping &amp; Accounting Basic 12:45-4:45 Hospitality 1:30-3:30 Skills Match Lab</p>	<p>19 8:30-12:30 Word Advanced 8:30-12:30 MS PowerPoint Basic 9:00-3:00 Resume Development Lab</p> <p>12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping &amp; Accounting Basic 12:45-4:45 Hospitality</p>	<p>20 8:30-12:30 Google Drive 8:30-4:30 Resume Critique 10:00-11:30 Wells Fargo - Budget management</p> <p>12:45-4:45 Bookkeeping &amp; Accounting Basic 12:45-4:45 Web 2.0/ LinkedIn Beginning</p>
<p>23 8:30-12:30 MS Project Intermediate 8:30-12:30 MS PowerPoint Intermediate 9:30-11:30 Skills Match Lab</p> <p>12:45-4:45 Leadership Boot-camp 12:45-4:45 Bookkeeping &amp; Accounting Intermediate 12:45-4:45 Intro to Programing 1:00-4:30 Networking Techniques</p>	<p>24 8:30-12:30 MS Project Intermediate 8:30-12:30 MS PowerPoint Intermediate 8:30-4:30 Career Development</p> <p>12:45-4:45 Leadership Boot-camp 12:45-4:45 Bookkeeping &amp; Accounting Intermediate 12:45-4:45 Intro to Programing</p>	<p>25 8:30-12:30 MS Project Intermediate 8:30-12:30 MS PowerPoint Intermediate 8:30-12:30 Job Search workshop</p> <p>12:45-4:45 Leadership Boot-camp 12:45-4:45 Bookkeeping &amp; Accounting Intermediate 12:45-4:45 Intro to Programing 1:30-3:30 Skills Match Lab</p>	<p>26 8:30-12:30 MS Project Intermediate 8:30-12:30 MS PowerPoint Intermediate 8:30-12:00 Interviewing 101</p> <p>12:45-4:45 Leadership Boot-camp 12:45-4:45 Bookkeeping &amp; Accounting Intermediate 12:45-4:45 Intro to Programing</p>	<p>27 8:30-12:30 Google Drive 8:30-4:30 Resume Critique</p> <p>12:45-4:45 Leadership Boot-camp 12:45-4:45 Bookkeeping &amp; Accounting Intermediate 12:45-4:45 Web 2.0/ LinkedIn Beginning</p>