

Mon	Tue	Wed	Thu	Fri
31 NEW YEARS EVE HOLIDAY	1 NEW YEARS DAY HOLIDAY	2	3	4
7 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Digital Literacy 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Basic 1:30-3:30 LinkedIn Lab.	8 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Digital Literacy 8:30-12:30 Executive Coaching 12:45-4:45 MS Excel Basic	9 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Digital Literacy 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 MS Excel Basic 1:30-3:30 Resume Development	10 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Digital Literacy 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Basic	11 8:30-12:30 MS Word Basic 8:30-12:30 MS PowerPoint Basic 8:30-12:30 Digital Literacy 9:00-12:00 Emotional Intelligence 12:45-4:45 MS Excel 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 MS PowerPoint intermediate 8:30-12:30 Administrative Support 8:30-12:30 Interviewing 101 12:45-4:45MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 1:30-3:30 LinkedIn Lab.</p>	<p>15 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Administrative Support 8:30-4:30 Career Development 12:45-4:45MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>6 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Administrative Support 9:30-11:30 Resume Development 12:45-4:45MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic 1:00-4:00 Job Search in Silicon Valley</p>	<p>17 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Administrative Support 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic</p>	<p>18 8:30-12:30 MS Word Intermediate 8:30-12:30 MS PowerPoint intermediate 8:30-12:30 Administrative Support 12:45-4:45MS Excel Intermediate 12:45-4:45 Bookkeeping & Accounting Basic</p>
<p>21 MLK DAY HOLIDAY</p>	<p>22 8:30-12:30 Intro to Computers 8:30-12:30 Call Center Training 8:30-12:30 Executive Coaching 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Personal Branding</p>	<p>23 8:30-12:30 Intro to Computers 8:30-12:30 Call Center Training 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Personal Branding 1:30-3:30 Resume Development</p>	<p>24 8:30-12:30 Intro to Computers 8:30-12:30 Call Center Training 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Personal Branding</p>	<p>25 8:30-12:30 Intro to Computers 8:30-12:30 Call Center Training 9:00-12:00 Emotional Intelligence 12:45-4:45 Bookkeeping & Accounting Intermediate 12:45-4:45 Personal Branding</p>
<p>28 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-12:30 Interviewing 101 12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Leadership Bootcamp 1:30-3:30 LinkedIn Lab.</p>	<p>29 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-4:30 Career Development 12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Leadership Bootcamp</p>	<p>30 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 9:00-12:00 Career Explorations 12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Leadership Bootcamp 1:00-4:00 Job Search in Silicon Valley</p>	<p>31 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Leadership Bootcamp</p>	<p>1 8:30-12:30 MS Word Advanced 8:30-12:30 Google Drive 12:45-4:45 MS Excel Advanced 12:45-4:45 Bookkeeping & Accounting Advanced 12:45-4:45 Leadership Bootcamp</p>

One Stop Partners Colocation Schedule @ San Jose Job Center

JANUARY 2019

Mon	Tue	Wed	Thu	Fri
7	8 1:00-5:00 San Jose Job Corps.	9 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	10 9:00-10:00 San Jose Evergreen CC District	11
14	15	16 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	17 9:00-10:00 San Jose Evergreen CC District	18
21 MLK DAY HOLIDAY	22	23 9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.	24	25
28	29	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	1