

Mon	Tue	Wed	Thu	Fri
3 8:30-12:30 MS Excel Basic 8:30-12:30MS Project Advanced 9:00-12:00 Emotional Intelligence (1 of 2) 12:45-4:45 MS Word Basic 12:45-4:45 MS PowerPoint Advanced 12:45-4:45 Supreme Customer Service 2:00-4:00 LinkedIn Lab.	4 8:30-12:30 MS Excel Basic 8:30-12:30MS Project Advanced 8:30-4:30 Executive Coaching 12:45-4:45 MS Word Basic 12:45-4:45 MS PowerPoint Advanced 12:45-4:45 Supreme Customer Service	5 8:30-12:30 MS Excel Basic 8:30-12:30MS Project Advanced 9:00-12:00 Job Search in Silicon Valley 12:45-4:45 MS Word Basic 12:45-4:45 MS PowerPoint Advanced 12:45-4:45 Supreme Customer Service 2:00-4:00 Resume Development	6 8:30-12:30 MS Excel Basic 8:30-12:30MS Project Advanced 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Basic 12:45-4:45 MS PowerPoint Advanced 12:45-4:45 Supreme Customer Service	7 8:30-12:30 MS Excel Basic 8:30-12:30MS Project Advanced 9:00-12:00 Emotional Intelligence (2 of 2) 12:45-4:45 MS Word Basic 12:45-4:45 MS PowerPoint Advanced 12:45-4:45 Supreme Customer Service
10 8:30-12:30 MS Excel Intermediate 8:30-12:30 Administrative Support 9:30-11:30 Resume Development 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic 2:00-4:00 LinkedIn Lab.	11 8:30-12:30 MS Excel Intermediate 8:30-12:30 Administrative Support 8:30-4:30 Career Development 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic	12 8:30-12:30 MS Excel Intermediate 8:30-12:30 Administrative Support 8:30-12:30 Interviewing 101 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic 1:30-4:30 Career Explorations (1 of 2)	13 8:30-12:30 MS Excel Intermediate 8:30-12:30 Administrative Support 8:30-4:30 Resume/ LinkedIn Critique 12:45-4:45 MS Word Intermediate 12:45-4:45 MS PowerPoint Basic	14 8:30-12:30 MS Excel Intermediate 8:30-12:30 Administrative Support 9:00-12:00 Career Explorations (2 of 2) 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.

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>17 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-12:30 Call Center Training 9:00-12:00 Emotional Intelligence (1 of 2)</p> <p>12:45-4:45 MS Office Fundamentals 12:45-4:45 MS PowerPoint Intermediate 2:00-4:00 LinkedIn Lab.</p>	<p>18 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-12:30 Call Center Training</p> <p>12:45-4:45 MS Office Fundamentals 12:45-4:45 MS PowerPoint Intermediate 12:45-4:45 Presentation Survival Skills</p>	<p>19 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-12:30 Call Center Training</p> <p>12:45-4:45 MS Office Fundamentals 12:45-4:45 MS PowerPoint Intermediate 12:45-4:45 Presentation Survival Skills</p>	<p>20 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 8:30-12:30 Call Center Training 8:30-4:30 Resume/ LinkedIn Critique</p> <p>12:45-4:45 MS Office Fundamentals 12:45-4:45 MS PowerPoint Intermediate 12:45-4:45 Presentation Survival Skills</p>	<p>21 8:30-12:30 MS Excel Advanced 8:30-12:30 Google Drive 9:00-12:00 Emotional Intelligence (2 of 2)</p> <p>12:45-4:45 MS PowerPoint Intermediate 12:45-4:45 Presentation Survival Skills</p>
<p>24 8:30-12:30 Into to Computers 101 9:30-11:30 Resume Development</p> <p>2:00-4:00 LinkedIn Lab.</p>	<p>25 8:30-12:30 Into to Computers 101 8:30-4:30 Career Development</p>	<p>26 8:30-12:30 Into to Computers 101 8:30-12:30 Interviewing 101</p> <p>1:30-4:30 Career Explorations (1 of 2)</p>	<p>27 8:30-12:30 Into to Computers 101 8:30-4:30 Resume/ LinkedIn Critique</p>	<p>28 9:00-12:00 Career Explorations (2 of 2)</p>

Mon	Tue	Wed	Thu	Fri
3	4 8:30-10:30 Advanced Manufacturing 101 10:30-12:30 IT 101	5 8:30-10:30 Construction 101 10:30-12:30 Finance 101	6 8:30-10:30 Healthcare 101	7
10	11 8:30-10:30 Construction 101 10:30-12:30 Healthcare 101	12 8:30-10:30 Finance 101 10:30-12:30 Advanced Manufacturing 101	13 8:30-10:30 IT 101	14
17	18 8:30-10:30 Advanced Manufacturing 101 10:30-12:30 IT 101	19 8:30-10:30 Construction 101 10:30-12:30 Finance 101	20 8:30-10:30 Healthcare 101	21
24	25 8:30-10:30 Construction 101 10:30-12:30 Healthcare 101	26 8:30-10:30 Finance 101 10:30-12:30 Advanced Manufacturing 101	27 8:30-10:30 IT 101	28

One Stop Partners Colocation Schedule @ San Jose Job Center

JUNE 2019

Mon	Tue	Wed	Thu	Fri
<p>3</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>4</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>5</p> <p>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</p>	<p>6</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>7</p>
<p>10</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>11</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>12</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>13</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>14</p>
<p>17</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>18</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>19</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>20</p>	<p>21</p>
<p>24</p> <p>10:30-11:30 Foothill-DeAnza CC District (FHDA)</p>	<p>25</p> <p>10:00-11:00 San Jose Job Corps.</p>	<p>26</p> <p>9:30-10:30 Sourcewise 10:00-12:00 CET 12:30-3:30 Adult Community Ed.</p>	<p>27</p> <p>9:00-10:00 San Jose Evergreen CC District</p>	<p>28</p>