

408-794-1101 | Hybrid Sessions

# San Jose Job Center Calendar

1608 Las Plumas Ave, San José

## OCTOBER 2022

ALL WORKSHOPS ARE AVAILABLE  
IN PERSON AND ONLINE

For more information and enrollment in a class, please speak to your Career Advisor.  
The last day to register is the Friday at 12pm before the first class session.

Microsoft Word  
Basic Intermediate Advanced

Microsoft Excel  
Basic Intermediate Advanced

Intro to Computers

Job Search Fundamentals

Resume Development, Resume Critique & Interview Techniques

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 9:00-12:00 MS Word Basic (1/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Basic (1/5) 1:30-4:00 Job Search Fundamentals	4 9:00-12:00 MS Word Basic (2/5) 9:30-12:00 Resume Critique 1:00-4:00 MS Excel Basic (2/5) 1:30-4:00 Job Search Fundamentals	5 9:00-12:00 MS Word Basic (3/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Basic (3/5) 1:30-4:00 Job Search Fundamentals	6 9:00-12:00 MS Word Basic (4/5) 9:30-12:00 Interview Techniques 1:00-4:00 MS Excel Basic (4/5) 1:30-4:00 Job Search Fundamentals	7 9:00-12:00 MS Word Basic (5/5) 1:00-4:00 MS Excel Basic (5/5) 10:00-12:00 EDD Navigating Job Boards
10 9:00-12:00 MS Word Intermediate (1/5) 9:30-12:00 Resume Development 1:00-4:00 Intro to Computers (1/5) 1:30-4:00 Job Search Fundamentals	11 9:00-12:00 MS Word Intermediate (2/5) 9:30-12:00 Resume Critique 1:00-4:00 Intro to Computers (2/5) 1:30-4:00 Job Search Fundamentals	12 9:00-12:00 MS Word Intermediate (3/5) 9:30-12:00 Resume Development 1:00-4:00 Intro to Computers (3/5) 1:30-4:00 Job Search Fundamentals	13 9:00-12:00 MS Word Intermediate (4/5) 9:30-12:00 Interview Techniques 1:00-4:00 Intro to Computers (4/5) 1:30-4:00 Job Search Fundamentals	14 9:00-12:00 MS Word Intermediate (5/5) 1:00-4:00 Intro to Computers (5/5)
17 9:00-12:00 MS Word Advanced (1/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Intermediate (1/5) 1:30-4:00 Job Search Fundamentals	18 9:00-12:00 MS Word Advanced (2/5) 9:30-12:00 Resume Critique 1:00-4:00 MS Excel Intermediate (2/5) 1:30-4:00 Job Search Fundamentals	19 9:00-12:00 MS Word Advanced (3/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Intermediate (3/5) 1:30-4:00 Job Search Fundamentals	20 9:00-12:00 MS Word Advanced (4/5) 9:30-12:00 Interview Techniques 1:00-4:00 MS Excel Intermediate (4/5) 1:30-4:00 Job Search Fundamentals	21 9:00-12:00 MS Word Advanced (5/5) 1:00-4:00 MS Excel Intermediate (5/5)
24 9:00-12:00 Intro to Computers (1/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Advanced (1/5) 1:30-4:00 Job Search Fundamentals	25 9:00-12:00 Intro to Computers (2/5) 9:30-12:00 Resume Critique 1:00-4:00 MS Excel Advanced (2/5) 1:30-4:00 Job Search Fundamentals	26 9:00-12:00 Intro to Computers (3/5) 9:30-12:00 Resume Development 1:00-4:00 MS Excel Advanced (3/5) 1:30-4:00 Job Search Fundamentals	27 9:00-12:00 Intro to Computers (4/5) 9:30-12:00 Interview Techniques 1:00-4:00 MS Excel Advanced (3/5) 1:30-4:00 Job Search Fundamentals	28 9:00-12:00 Intro to Computers (5/5) 1:00-4:00 MS Excel Advanced (5/5) 10:00-12:00 EDD Navigating Job Boards
31 9:00-12:00 MS PowerPoint Basic (1/5) 9:30-12:00 Resume Development 1:00-4:00 MS Word Basic (1/5) 1:30-4:00 Job Search Fundamentals				

EDD & Library workshops are virtual and open to all, no prerequisites required  
For In-person workshops: We recommend arriving ten [10] minutes prior to the start time of the workshop to ensure admittance. Late arrivals will not be admitted to class out of courtesy for our instructors and participants.