

408-794-1101 | Virtual Sessions Only

San Jose Job Center Calendar

1608 Las Plumas Ave, San José

NOVEMBER 2022

ALL WORKSHOPS ARE AVAILABLE ONLINE ONLY AS OUR FACILITY IS UNDER CONSTRUCTION

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 PowerPoint Basic](#)

[Microsoft Excel Basic](#)

[Job Search Fundamentals](#)

[Resume Development, Resume Critique & Interview Techniques](#)

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.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 9:00-12:00 MS Word Basic (1/5) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	1 9:00-12:00 MS Word Basic (2/5) 9:30-12:00 Resume Critique 1:30-4:00 Job Search Fundamentals	2 9:00-12:00 MS Word Basic (3/5) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	3 9:00-12:00 MS Word Basic (4/5) 9:30-12:00 Interview Techniques 1:30-4:00 Job Search Fundamentals	4 9:00-12:00 MS Word Basic (5/5) 10:00-12:00 EDD Navigating Job Boards
7 9:00-1:00 MS Word Intermediate (1/4) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	8 9:00-1:00 MS Word Intermediate (2/4) 9:30-12:00 Resume Critique 1:30-4:00 Job Search Fundamentals	9 9:00-1:00 MS Word Intermediate (3/4) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	10 9:00-12:00 MS Word Intermediate (4/4) 9:30-12:00 Interview Techniques 1:30-4:00 Job Search Fundamentals	11 CLOSED FOR VETERANS DAY
14 9:00-12:00 MS Word Advanced (1/5) 9:30-12:00 Resume Development 1:00-4:00 MS PowerPoint Basic (1/5) 1:30-4:00 Job Search Fundamentals	15 9:00-12:00 MS Word Advanced (2/5) 9:30-12:00 Resume Critique 1:00-4:00 MS PowerPoint Basic (2/5) 1:30-4:00 Job Search Fundamentals	16 9:00-12:00 MS Word Advanced (3/5) 9:30-12:00 Resume Development 1:00-4:00 MS PowerPoint Basic (3/5) 1:30-4:00 Job Search Fundamentals	17 9:00-12:00 MS Word Advanced (4/5) 9:30-12:00 Interview Techniques 1:00-4:00 MS PowerPoint Basic (4/5) 1:30-4:00 Job Search Fundamentals	18 9:00-12:00 MS Word Advanced (5/5) 1:00-4:00 MS PowerPoint Basic (5/5)
Closed for Holiday Break November 21 to 28, 2022				
28 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	29 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	30 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		