

408-794-1101 | Hybrid Sessions

San Jose Job Center Calendar

1608 Las Plumas Ave, San José

December 2022

SOME 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

Intro to Computers *Workshop only
available in-person

Microsoft Excel Basic, Intermediate

Job Search Fundamentals

**Resume Development, Resume
Critique & Interview Techniques**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 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	2 9:00-12:00 MS Word Basic (5/5) 10:00-12:00 EDD Navigating Job Boards 1:00-4:00 MS Excel Basics (5/5)
5 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	6 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	7 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	8 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	9 9:00-12:00 MS Word Intermediate (5/5) 1:00-4:00 Intro To Computers (5/5)
12 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	13 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	14 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	15 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	16 9:00-12:00 MS Word Advanced (5/5) 1:00-4:00 MS Excel Intermediate (5/5)
19 9:00-1:00 Intro to Computers (1/4) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	20 9:00-1:00 Intro to Computers (2/4) 9:30-12:00 Resume Critique 1:30-4:00 Job Search Fundamentals	21 9:00-1:00 Intro to Computers (3/4) 9:30-12:00 Resume Development 1:30-4:00 Job Search Fundamentals	22 9:00-12:00 Intro to Computers (4/4) 9:30-12:00 Interview Techniques 1:30-4:00 Job Search Fundamentals	23 CLOSED FOR HOLIDAY
26	27	28	29	30
Closed for Holiday Break December 26 to 30, 2022				

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.