

408-794-1101 | Online Sessions

# San Jose Job Center Calendar

1608 Las Plumas Ave, San José

## April 2023

WORKSHOPS ARE AVAILABLE VIA ZOOM UNLESS NOTED OTHERWISE

For more information and enrollment in a class, please speak to your Career Advisor.

The last day to register is the Friday at 12 pm before the first class session.

Each class listed on the Calendar takes place in week long sessions, unless noted otherwise. To learn more about each course visit [work2future.org/workshops](http://work2future.org/workshops)

### Las Plumas Weekly Workshops:

Resume Development - Monday & Wednesday, 9:30-12:00

Resume Critique - Tuesday, 9:30-12:00

Interview Techniques - Thursday, 9:30-12:00

Job Search Fundamentals - Monday-Thursday 1:30-4:00

EDD Navigating Job Boards - Every Other Friday, 10:00-12:00

Library workshops are virtual and open to all, no prerequisites required  
EDD Navigating Job Boards: Class registration is pre-set by EDD.

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
<p>27 9:00-1:00 Microsoft 365 Excel Intermediate (1/4) 9:00-1:00 Google Suite Connect (1/4) 1:00-5:00 Entrepreneurship 101 (1/4)</p>	<p>28 9:00-1:00 Microsoft 365 Excel Intermediate (2/4) 9:00-1:00 Google Suite Connect (2/4) 1:00-5:00 Entrepreneurship 101 (2/4)</p>	<p>29 9:00-1:00 Microsoft 365 Excel Intermediate (3/4) 9:00-1:00 Google Suite Connect (3/4) 1:00-5:00 Entrepreneurship 101 (3/4)</p>	<p>30 9:00-12:00 Microsoft 365 Excel Intermediate (4/4) 9:00-12:00 Google Suite Connect (4/4) 1:00-4:00 Entrepreneurship 101 (4/4)</p>	<p>31 <b>CLOSED FOR HOLIDAY</b></p>
<p>3 9:00-12:00 Microsoft 365 Excel Advanced (1/5) 9:00-12:00 Google Suite Create (1/5) 1:00-4:00 Time Management and Accounting Skills for Supervisors (1/5) 1:00-4:00 MS Word Basic (1/5)</p>	<p>4 9:00-12:00 Microsoft 365 Excel Advanced (2/5) 9:00-12:00 Google Suite Create (2/5) 1:00-4:00 Time Management and Accounting Skills for Supervisors (2/5) 1:00-4:00 MS Word Basic (2/5)</p>	<p>5 9:00-12:00 Microsoft 365 Excel Advanced (3/5) 9:00-12:00 Google Suite Create (3/5) 1:00-4:00 Time Management and Accounting Skills for Supervisors (3/5) 1:00-4:00 MS Word Basic (3/5)</p>	<p>6 9:00-12:00 Microsoft 365 Excel Advanced (4/5) 9:00-12:00 Google Suite Create (4/5) 1:00-4:00 Time Management and Accounting Skills for Supervisors (4/5) 1:00-4:00 MS Word Basic (4/5)</p>	<p>7 9:00-12:00 Microsoft 365 Excel Advanced (5/5) 9:00-12:00 Google Suite Create (5/5) 1:00-4:00 Time Management and Accounting Skills for Supervisors (5/5) 1:00-4:00 MS Word Basic (5/5)</p>
<p>10 9:00-12:00 MS 365 PowerPoint Basic (1/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (1/5) 9:00-12:00 Google Suite Connect (1/5) 1:00-4:00 Microsoft Word Intermediate (1/5)</p>	<p>11 9:00-12:00 MS 365 PowerPoint Basic (2/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (2/5) 9:00-12:00 Google Suite Connect (2/5) 1:00-4:00 Microsoft Word Intermediate (2/5)</p>	<p>12 9:00-12:00 MS 365 PowerPoint Basic (3/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (3/5) 9:00-12:00 Google Suite Connect (3/5) 1:00-4:00 Microsoft Word Intermediate (3/5)</p>	<p>13 9:00-12:00 MS 365 PowerPoint Basic (4/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (4/5) 9:00-12:00 Google Suite Connect (4/5) 1:00-4:00 Microsoft Word Intermediate (4/5)</p>	<p>14 9:00-12:00 MS 365 PowerPoint Basic (5/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (5/5) 9:00-12:00 Google Suite Connect (5/5) 1:00-4:00 Microsoft Word Intermediate (5/5)</p>
<p>17 9:00-12:00 Microsoft 365 PowerPoint Intermediate (1/5) 9:00-12:00 Google Suite Create (1/5) 9:00-12:00 Social Selling for Small Business (1/5) 1:00-4:00 Time Management + Accounting Skills for Supervisors (1/5) 1:00-4:00 Microsoft Word Advanced (1/5)</p>	<p>18 9:00-12:00 Microsoft 365 PowerPoint Intermediate (2/5) 9:00-12:00 Google Suite Create (2/5) 9:00-12:00 Social Selling for Small Business (2/5) 1:00-4:00 Time Management + Accounting Skills for Supervisors (2/5) 1:00-4:00 Microsoft Word Advanced (2/5)</p>	<p>19 9:00-12:00 Microsoft 365 PowerPoint Intermediate (3/5) 9:00-12:00 Google Suite Create (3/5) 9:00-12:00 Social Selling for Small Business (3/5) 1:00-4:00 Time Management + Accounting Skills for Supervisors (3/5) 1:00-4:00 Microsoft Word Advanced (3/5)</p>	<p>20 9:00-12:00 Microsoft 365 PowerPoint Intermediate (4/5) 9:00-12:00 Google Suite Create (4/5) 9:00-12:00 Social Selling for Small Business (4/5) 1:00-4:00 Time Management + Accounting Skills for Supervisors (4/5) 1:00-4:00 Microsoft Word Advanced (5/5)</p>	<p>21 9:00-12:00 Microsoft 365 PowerPoint Intermediate (5/5) 9:00-12:00 Google Suite Create (5/5) 9:00-12:00 Social Selling for Small Business (5/5) 1:00-4:00 Time Management + Accounting Skills for Supervisors (5/5) 1:00-4:00 Microsoft Word Advanced (5/5)</p>
<p>24 9:30-12:30 Bookkeeping and Accounting Basic (1/5) 9:00-12:00 Google Suite Connect (1/5) 9:00-12:00 Building Your Online Business and Vendor Management Essentials (1/5) 1:00-4:00 Project Management Fundamentals (2 weeks) 1:00-4:00 MS 365 Office Basic (1/5)</p>	<p>25 9:30-12:30 Bookkeeping and Accounting Basic (2/5) 9:00-12:00 Google Suite Connect (2/5) 9:00-12:00 Building Your Online Business and Vendor Management Essentials (2/5) 1:00-4:00 Project Management Fundamentals (2 weeks) 1:00-4:00 MS 365 Office Basic (2/5)</p>	<p>26 9:30-12:30 Bookkeeping and Accounting Basic (3/5) 9:00-12:00 Google Suite Connect (3/5) 9:00-12:00 Building Your Online Business and Vendor Management Essentials (3/5) 1:00-4:00 Project Management Fundamentals (2 weeks) 1:00-4:00 MS 365 Office Basic (3/5)</p>	<p>27 9:30-12:30 Bookkeeping and Accounting Basic (4/5) 9:00-12:00 Google Suite Connect (4/5) 9:00-12:00 Building Your Online Business and Vendor Management Essentials (4/5) 1:00-4:00 Project Management Fundamentals (2 weeks) 1:00-4:00 MS 365 Office Basic (4/5)</p>	<p>28 9:30-12:30 Bookkeeping and Accounting Basic (5/5) 9:00-12:00 Google Suite Connect (5/5) 9:00-12:00 Building Your Online Business and Vendor Management Essentials (5/5) 1:00-4:00 Project Management Fundamentals (2 weeks) 1:00-4:00 MS 365 Office Basic (5/5)</p>