

408-794-1101 | Online Sessions

San Jose Job Center Calendar

1608 Las Plumas Ave, San José

MARCH 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

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
		1 9:00-12:00 Six Sigma (week 2) 9:00-12:00 - MS Word Intermediate 9-12 Marketing for Small Business 9:30-12:30 - Book Keeping & Accounting intermediate 9:00-12:00 Google Suite Connect 1:00-4:00 - MS 365 Outlook Intermediate 1:00-4:00 - Intro to Computers 1:00-4:00 Social Media & Business	2 9:00-12:00 Six Sigma (week 2) 9:00-12:00 - MS Word Intermediate 9-12 Marketing for Small Business 9:30-12:30 - Book Keeping & Accounting intermediate 9:00-12:00 Google Suite Connect 1:00-4:00 - MS 365 Outlook Intermediate 1:00-4:00 - Intro to Computers 1:00-4:00 Social Media & Business	3 9:00-12:00 Six Sigma (week 2) 9:00-12:00 - MS Word Intermediate 9-12 Marketing for Small Business 9:30-12:30 - Book Keeping & Accounting intermediate 9:00-12:00 Google Suite Connect 1:00-4:00 - MS 365 Outlook Intermediate 1:00-4:00 - Intro to Computers 1:00-4:00 Social Media & Business
6 9:00-12:00 Google Suite Create 9:00-12:00 Microsoft 365 Word Basic 9:00-12:00 Building a Brand on Social Media 9:00-12:00 Intro to Quality Management (week 1) 1:00-4:00 Building a Consulting Business	7 9:00-12:00 Google Suite Create 9:00-12:00 Microsoft 365 Word Basic 9:00-12:00 Building a Brand on Social Media 9:00-12:00 Intro to Quality Management (week 1) 1:00-4:00 Building a Consulting Business	8 9:00-12:00 Google Suite Create 9:00-12:00 Microsoft 365 Word Basic 9:00-12:00 Building a Brand on Social Media 9:00-12:00 Intro to Quality Management (week 1) 1:00-4:00 Building a Consulting Business	9 9:00-12:00 Google Suite Create 9:00-12:00 Microsoft 365 Word Basic 9:00-12:00 Building a Brand on Social Media 9:00-12:00 Intro to Quality Management (week 1) 1:00-4:00 Building a Consulting Business	10 9:00-12:00 Google Suite Create 9:00-12:00 Microsoft 365 Word Basic 9:00-12:00 Building a Brand on Social Media 9:00-12:00 Intro to Quality Management (week 1) 1:00-4:00 Building a Consulting Business
13 9:00-12:00 Microsoft 365 Word Intermediate 9:00-12:00 Intro to Quality Management (week 2) 9:00-12:00 Building Customer Relationships for Success in Sales 1:00-4:00 Google Suite Connect	14 9:00-12:00 Microsoft 365 Word Intermediate 9:00-12:00 Intro to Quality Management (week 2) 9:00-12:00 Building Customer Relationships for Success in Sales 1:00-4:00 Google Suite Connect	15 9:00-12:00 Microsoft 365 Word Intermediate 9:00-12:00 Intro to Quality Management (week 2) 9:00-12:00 Building Customer Relationships for Success in Sales 1:00-4:00 Google Suite Connect	16 9:00-12:00 Microsoft 365 Word Intermediate 9:00-12:00 Intro to Quality Management (week 2) 9:00-12:00 Building Customer Relationships for Success in Sales 1:00-4:00 Google Suite Connect	17 9:00-12:00 Microsoft 365 Word Intermediate 9:00-12:00 Intro to Quality Management (week 2) 9:00-12:00 Building Customer Relationships for Success in Sales 1:00-4:00 Google Suite Connect
20 9:00-12:00 Microsoft 365 Excel Basic 9:00-12:00 Internet Marketing and Google Adwords 9:00-12:00 Corporate Brands in Marketing and Sales 9:30-12:30 Bookkeeping & Accounting Basics 1:00-4:00 Google Suite Create 1:00-4:00 Cybersecurity 1 Fundamentals for Employees	21 9:00-12:00 Microsoft 365 Excel Basic 9:00-12:00 Internet Marketing and Google Adwords 9:00-12:00 Corporate Brands in Marketing and Sales 9:30-12:30 Bookkeeping & Accounting Basics 1:00-4:00 Google Suite Create 1:00-4:00 Cybersecurity 1 Fundamentals for Employees	22 9:00-12:00 Microsoft 365 Excel Basic 9:00-12:00 Internet Marketing and Google Adwords 9:00-12:00 Corporate Brands in Marketing and Sales 9:30-12:30 Bookkeeping & Accounting Basics 1:00-4:00 Google Suite Create 1:00-4:00 Cybersecurity 1 Fundamentals for Employees	23 9:00-12:00 Microsoft 365 Excel Basic 9:00-12:00 Internet Marketing and Google Adwords 9:00-12:00 Corporate Brands in Marketing and Sales 9:30-12:30 Bookkeeping & Accounting Basics 1:00-4:00 Google Suite Create 1:00-4:00 Cybersecurity 1 Fundamentals for Employees	24 9:00-12:00 Microsoft 365 Excel Basic 9:00-12:00 Internet Marketing and Google Adwords 9:00-12:00 Corporate Brands in Marketing and Sales 9:30-12:30 Bookkeeping & Accounting Basics 1:00-4:00 Google Suite Create 1:00-4:00 Cybersecurity 1 Fundamentals for Employees
27 9:00-1:00 Microsoft 365 Excel Intermediate 9:00-1:00 Google Suite Connect 1:00-5:00 Entrepreneurship 101	28 9:00-1:00 Microsoft 365 Excel Intermediate 9:00-1:00 Google Suite Connect 1:00-5:00 Entrepreneurship 101	29 9:00-1:00 Microsoft 365 Excel Intermediate 9:00-1:00 Google Suite Connect 1:00-5:00 Entrepreneurship 101	30 9:00-12:00 Microsoft 365 Excel Intermediate 9:00-12:00 Google Suite Connect 1:00-4:00 Entrepreneurship 101	31 CLOSED FOR HOLIDAY