408-794-1101 | Online Sessions

San Jose Job Center Calendar

1608 Las Plumas Ave, San José

May 2023

WORKSHOPS ARE PROVIDED AT NO COST TO WORK2FUTURE CLIENTS

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.

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America's JobCenter of California℠

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 9:00-1:00 Microsoft 365 Office Intermediate (1/5) 9:00-1:00 Google Suite Create & Connect (1/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (1/5) 1:00-4:00 Project Management Fundamentals (week 2) 1:00-4:00 Time Management and Accounting Skills for Supervisors (1/5)	**2** 9:00-1:00 Microsoft 365 Office Intermediate (2/5) 9:00-1:00 Google Suite Create & Connect (2/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (2/5) 1:00-4:00 Project Management Fundamentals (week 2) 1:00-4:00 Time Management and Accounting Skills for Supervisors (2/5)	**3** 9:00-1:00 Microsoft 365 Office Intermediate (3/5) 9:00-1:00 Google Suite Create & Connect (3/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (3/5) 1:00-4:00 Project Management Fundamentals (week 2) 1:00-4:00 Time Management and Accounting Skills for Supervisors (3/5)	**4** 9:00-1:00 Microsoft 365 Office Intermediate (4/5) 9:00-1:00 Google Suite Create & Connect (4/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (4/5) 1:00-4:00 Project Management Fundamentals (week 2) 1:00-4:00 Time Management and Accounting Skills for Supervisors (4/5)	**5** 9:00-1:00 Microsoft 365 Office Intermediate (5/5) 9:00-1:00 Google Suite Create & Connect (5/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (5/5) 1:00-4:00 Project Management Fundamentals (week 2) 1:00-4:00 Time Management and Accounting Skills for Supervisors (5/5)
8 9:00-12:00 Microsoft 365 PowerPoint Basic (1/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (1/5) 9:30-12:30 Bookkeeping and Accounting Basic (1/5) 1:00-4:00 Microsoft Excel Basic (1/5) 1:00-4:00 Six Sigma (week 1) 1:00-4:00 Building your Online Business and Vendor Management Essentials (1/5)	**9** 9:00-12:00 Microsoft 365 PowerPoint Basic (2/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (2/5) 9:30-12:30 Bookkeeping and Accounting Basic (2/5) 1:00-4:00 Microsoft Excel Basic (2/5) 1:00-4:00 Six Sigma (week 1) 1:00-4:00 Building your Online Business and Vendor Management Essentials (2/5)	**10** 9:00-12:00 Microsoft 365 PowerPoint Basic (3/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (3/5) 9:30-12:30 Bookkeeping and Accounting Basic (3/5) 1:00-4:00 Microsoft Excel Basic (3/5) 1:00-4:00 Six Sigma (week 1) 1:00-4:00 Building your Online Business and Vendor Management Essentials (3/5)	**11** 9:00-12:00 Microsoft 365 PowerPoint Basic (4/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (4/5) 9:30-12:30 Bookkeeping and Accounting Basic (4/5) 1:00-4:00 Microsoft Excel Basic (4/5) 1:00-4:00 Six Sigma (week 1) 1:00-4:00 Building your Online Business and Vendor Management Essentials (4/5)	**12** 9:00-12:00 Microsoft 365 PowerPoint Basic (5/5) 9:00-12:00 Promoting Webinars and Marketing for Small Business (5/5) 9:30-12:30 Bookkeeping and Accounting Basic (5/5) 1:00-4:00 Microsoft Excel Basic (5/5) 1:00-4:00 Six Sigma (week 1) 1:00-4:00 Building your Online Business and Vendor Management Essentials (5/5)
15 9:00-12:00 Microsoft 365 PowerPoint Intermediate (1/5) 9:00-12:00 Creating Marketing Stories + Winning Webinars (1/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (1/5) 1:00-4:00 Google Suite Create and Connect (1/5) 1:00-4:00 Microsoft Excel Intermediate (1/5) 1:00-4:00 Six Sigma (week 2)	**16** 9:00-12:00 Microsoft 365 PowerPoint Intermediate (2/5) 9:00-12:00 Creating Marketing Stories + Winning Webinars (2/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (2/5) 1:00-4:00 Google Suite Create and Connect (2/5) 1:00-4:00 Microsoft Excel Intermediate (2/5) 1:00-4:00 Six Sigma (week 2)	**17** 9:00-12:00 Microsoft 365 PowerPoint Intermediate (3/5) 9:00-12:00 Creating Marketing Stories + Winning Webinars (3/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (3/5) 1:00-4:00 Google Suite Create and Connect (3/5) 1:00-4:00 Microsoft Excel Intermediate (3/5) 1:00-4:00 Six Sigma (week 2)	**18** 9:00-12:00 Microsoft 365 PowerPoint Intermediate (4/5) 9:00-12:00 Creating Marketing Stories + Winning Webinars (4/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (4/5) 1:00-4:00 Google Suite Create and Connect (4/5) 1:00-4:00 Microsoft Excel Intermediate (4/5) 1:00-4:00 Six Sigma (week 2)	**19** 9:00-12:00 Microsoft 365 PowerPoint Intermediate (5/5) 9:00-12:00 Creating Marketing Stories + Winning Webinars (5/5) 9:30-12:30 Bookkeeping and Accounting Intermediate (5/5) 1:00-4:00 Google Suite Create and Connect (5/5) 1:00-4:00 Microsoft Excel Intermediate (5/5) 1:00-4:00 Six Sigma (week 2)
22 9:00-12:00 Microsoft 365 Office Basic (1/5) 9:30-12:30 Bookkeeping + Accounting Basic (1/5) 1:00-4:00 Microsoft Excel Advanced (1/5) 1:00-4:00 Project Management Fundamentals (Week 1) 1:00-4:00 Writing a Business Plan and for the Web (1/5)	**23** 9:00-12:00 Microsoft 365 Office Basic (2/5) 9:30-12:30 Bookkeeping + Accounting Basic (2/5) 1:00-4:00 Microsoft Excel Advanced (2/5) 1:00-4:00 Project Management Fundamentals (Week 1) 1:00-4:00 Writing a Business Plan and for the Web (2/5)	**24** 9:00-12:00 Microsoft 365 Office Basic (3/5) 9:30-12:30 Bookkeeping + Accounting Basic (3/5) 1:00-4:00 Microsoft Excel Advanced (3/5) 1:00-4:00 Project Management Fundamentals (Week 1) 1:00-4:00 Writing a Business Plan and for the Web (3/5)	**25** 9:00-12:00 Microsoft 365 Office Basic (4/5) 9:30-12:30 Bookkeeping + Accounting Basic (4/5) 1:00-4:00 Microsoft Excel Advanced (4/5) 1:00-4:00 Project Management Fundamentals (Week 1) 1:00-4:00 Writing a Business Plan and for the Web (4/5)	**26** 9:00-12:00 Microsoft 365 Office Basic (5/5) 9:30-12:30 Bookkeeping + Accounting Basic (5/5) 1:00-4:00 Microsoft Excel Advanced (5/5) 1:00-4:00 Project Management Fundamentals (Week 1) 1:00-4:00 Writing a Business Plan and for the Web (5/5)
29 CLOSED FOR HOLIDAY	**30** 9:00-1:00 Google Suite Create and Connect (1/4) 9:00-1:00 Creating Marketing Stories and Winning Webinars (1/4) 1:00-5:00 Project Management Fundamentals - (week2) 1:00-5:00 Microsoft Word Basic (1/4)	**31** 9:00-1:00 Google Suite Create and Connect (2/4) 9:00-1:00 Creating Marketing Stories and Winning Webinars (2/4) 1:00-5:00 Project Management Fundamentals - (week2) 1:00-5:00 Microsoft Word Basic (2/4)	**1** 9:00-1:00 Google Suite Create and Connect (3/4) 9:00-1:00 Creating Marketing Stories and Winning Webinars (3/4) 1:00-5:00 Project Management Fundamentals - (week2) 1:00-5:00 Microsoft Word Basic (3/4)	**2** 9:00-12:00 Google Suite Create and Connect (4/4) 9:00-12:00 Creating Marketing Stories and Winning Webinars (4/4) 1:00-4:00 Project Management Fundamentals - (week2) 1:00-4:00 Microsoft Word Basic (4/4)