

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Vision Board Workshop 1:00pm – 4:00pm 6019504	2 Creating a Resume & Cover Letter 1:00pm – 4:00pm 6017007	3 Career Planning Workshop 9:00am – 12:00pm 6019604
6 Introduction to Microsoft Word 9:00am – 12:00pm 6015211	7 Interviewing Strategies 9:00am – 11:30am 6017704	8 Acquiring Happiness 9:00am – 12:00pm 6125901 Resume Critiquing 9:00am – 12:00pm 6120007 Build Resume/Develop Portfolio 6:00pm – 8:00pm 6019303	9 Job Search Using Social Media 9:00am – 12:00pm 6017304 Plan, Shop, Save, and Cook (1/2) 1:00pm – 4:00pm 6019104	10 Interviews: Call- Final Handshake 9:00am – 12:00pm 6330105 CalJOBS: Overview & Resume 1:00pm – 4:00pm 6125204
13 Introduction to Microsoft Excel 9:00am – 12:00pm 6015314	14 Money Matters 1:00pm – 4:00pm 6130804	15 Preparing for Change 1:00pm – 4:00pm 6018004	16 Mock Interviews 9:00am – 12:00pm 6017104 Migrating Email Addresses 1:00pm – 4:00pm 6022300 Plan, Shop, Save, and Cook (2/2) 1:00pm – 4:00pm 6019104	17 Introduction to LinkedIn 9:00am – 12:00pm 6015006 New World of Work: Social/Diversity Awareness 1:00pm – 4:00pm 6125800
20 Introduction to Internet & Gmail 9:00am – 12:00pm 6015404	21 Career Shift 1:00pm – 4:00pm 6120507	22 Resume Critiquing 9:00am – 12:00pm 6120008 How to Work a Job Fair 9:00am – 12:00pm 6125103	23	24
27 	28	29	30 	31 Intro to Windows 10 1:00pm – 3:30pm 6123204

Must register to attend classes. Late arrivals may not be accommodated. Schedule subject to change without notice.