

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

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