

Monday	Tuesday	Wednesday	Thursday	Friday
1 Intro to Microsoft Word 9:00am – 12:00pm 6015217	2	3 Creating a Resume & Cover Letter 9:00am – 12:00pm 6017000 Vision Board Workshop 1:00pm – 4:00pm 6019506	4 CLOSED 	5 
8 Intro to Microsoft Excel 9:00am - 12:00pm 6015319	9 Money Matters 1:00pm – 4:00pm 6130806	10 Building Self Confidence 9:00am – 12:00pm 6124602	11 Job Search Using Social Media 9:00am – 12:00pm 6017306	12 Interviews: Call- Final Handshake 9:00am – 12:00pm 6330106 CalJOBS: Overview & Resume 1:00pm – 4:00pm 6125206
15 Intro to Internet & Gmail 9:00am – 12:00pm 6015406	16 Career Shift 1:00pm – 4:00pm 6120511	17 Preparing for Change 1:00pm – 4:00pm 6018006	18 Mock Interviews 9:00am – 12:00pm 6017106	19 Introduction to LinkedIn 9:00am – 12:00pm 6015008
22 Basic PC Skills & Windows 9:00am – 12:00pm 6015106	23	24 Mistakes Job Seekers Make 9:00am – 12:00 pm 6124902	25	26 
29 Intro to Microsoft Word 9:00am – 12:00pm 6015220	30	31 		

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