



All Workshops & New Users Computer Classes January 2018



Groups Meet in the Computer Lab
Oakland Career Center EASTBAY Works
268 Grand Avenue
Oakland, CA 94610 510-858-6742

Seating Is Limited!
Sign In at the reception desk or
call 510-675 7901 for reservations

Please Sign In 15 minutes
before class starts
to assure a seat

Monday	Tuesday	Wednesday	Thursday	Friday
January 1	January 2	January 3	January 4	January 5
New Year's Day closed	New Users Computer Class 9:00 am to 11:30 am Lesson 1: Window Basics, Document formatting, Email 101		New Users Computer Class 9:00 am to 11:30 am Lesson 2: Advance Document formatting,	Mock Video Practice Interview sessions By appointment only 9:00 am
	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times
January 8	January 9	January 10	January 11	January 12
4 Keys Workshop 9:00 am to 11:30 am Day 1 Resumes Preparing for the job search, skill assessments	New Users Computer Class 9:00 am to 11:30 am Lesson 3: Tables, text boxes, Advance Formatting 3	4 Keys Workshop 9:00 a.m. to 11:30 am Day 2 Interviewing, Getting & keeping the job	New Users Computer Class 9:00 am to 11:30 am Lesson 4: Page layouts Watermarks, Citations Virus, Cloud	Mock Video Practice Interview sessions By appointment only 9:00 am
5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times
January 15	January 16	January 17	January 18	January 19
Martin Luther King's Birthday Closed	New Users Computer Class 9:00 am to 11:30 am Lesson 5: Intro to PowerPoint, Website Design, Graphics		New Users Computer Class 9:00 am to 11:30 am Lesson 6: Intro to Excel, Outlook	Mock Video Practice Interview sessions By appointment only 9:00 am
	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times
January 22	January 23	January 24	January 25	January 26
4 Keys Workshop 9:00 a.m. to 11:30 am Day 1 Resumes Preparing for the job search, skill assessments	New Users Computer Class 9:00 am to 11:30 am Reviews, Phone Apps, Computer equipment	4 Keys Workshop 9:00 a.m. to 11:30 am Day 2 Interviewing, Getting & keeping the job	New Users Computer Class 9:00 am to 11:30 am One on One Computer sessions Reviews	Mock Video Practice Interview sessions By appointment only 9:00 am
5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times	5 Keys School GED classes See current schedule for times

Computer Class requirements

1. A personal USB 2.0 flash drive is required
2. Email address is required

Contact for info:

kwilhelm@oaklandpic.org
510 675 7910

You must be a member of CalJobs to be eligible for these workshops and classes!
Visit our website: www.oaklandpic.org

The Oakland Career Center EASTBAYWorks offers integrated services by Oakland Private Industry Council & The Employment Development Department. The Oakland Private Industry Council & the Employment Development Department are equal opportunity employers. Auxiliary aids & services are available upon request to individuals with disabilities. For TTY services, please call: 1-800-735-2922