

Workshops & New Users Computer Classes for May 2017

Groups Meet in the 1st floor Computer Lab
Oakland Career Center EASTBAY Works
1212 Broadway, Suite 100 (1st floor)
Oakland, CA 94612 ♦ **510-768-4400**

Seating Is Limited! Sign In at the 1st floor reception desk
or call **510 768-4400** for reservations

Please Sign In ½ hour before class starts to assure a seat

Monday	Tuesday	Wednesday	Thursday	Friday
May 1	May 2	May 3	May 4	May 5
<i>4 Keys Day 1</i> 9:00 am to 11:00 <i>Job search & Getting & Keeping The job</i>	New Users Lesson 1 Basic Review, Email 101, Email file attachments, File definitions 9 to 11:30 AM <i>1st floor training room</i>	<i>4 Keys Day 2</i> 9:00 am to 11:00 <i>Interview & Resume workshop</i>	New Users Lesson 2 Windows Basics, Word document Formatting part 1 9:00 to 11:30 am <i>1st floor training room</i>	Mock Interview Video Taping Session 10:00 a.m. (By appointment only)
May 8	May 9	May 10	May 11	May 12
<i>Resume Reviews</i> 9:00 am to 11:00 am	New Users Lesson 3 Word document formatting 2 Windows, Document navigation 9 to 11:30 AM <i>1st floor training room</i>		New Users Lesson 4 Tables and Text boxes Page Layout Toolbars/Citations 9:00 to 11:30 am <i>1st floor training room</i>	Mock Interview Video Taping Session 10:00 a.m. (By appointment only)
May 15	May 16	May 17	May 18	May 19
<i>4 Keys Day 1</i> 9:00 am to 11:00 <i>Job search & Getting & Keeping The job</i>	New Users Lesson 5 PowerPoint Intro Email 101, internet jobs 9 to 11:30 AM <i>1st floor training room</i>	<i>4 Keys Day 2</i> 9:00 am to 11:00 <i>Interview & Resume workshop</i>	New Users Lesson 6 Intro Excel, Intro Outlook 9 to 11:30 AM <i>1st floor training room</i>	Mock Interview Video Taping Session 10:00 a.m. (By appointment only)
May 22	May 23	May 24	May 25	May 26
<i>Resume Reviews</i> 9:00 am to 11:00 am	One on one computer review sessions (enrolled students Only) 9 to 11:30 AM <i>1st floor training room</i>		One on one computer review sessions (enrolled students Only) 9 to 11:30 AM <i>1st floor training room</i>	Mock Interview Video Taping Session 10:00 a.m. (By appointment only)

A personal USB 2.0 flash drive is recommended but not required.
Attendance of all 6 classes is required for a certificate of completion
CalJobs members only! Must have a email address, it is required!

Email contact:

kwilhelm@oaklandpic.org

510 768-4400 leave a clear message!

Visit our website:

www.Oaklandpic.org

Groups Meet

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EASTBAY Works
1212 Broadway, Suite 100
Oakland, CA 94612



America's JobCenter
of California™

Must be enrolled in WIOA program and be a member of CalJobs to be eligible for these classes!

The Oakland Career Center EASTBAY Works 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