

**Downtown
Oakland
Career Center**



**268 Grand Avenue, Oakland, CA 94610
510-858-6742 -- Open Weekdays 8:30 a.m. to 5:00 p.m.**

JANUARY

2019

Monday	Tuesday	Wednesday	Thursday	Friday
31	1	2	3	4
	Closed New Year's Day			
7	8	9	10	11
9:00 a.m. (by appointment) Individual Resume Review		Closed for Corporate Retreat		9:00 a.m. (by appointment) Mock Interview Video Taping 9:00 a.m. (by appointment) Typing Certificates
9:00 a.m. to 12 noon 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School		1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School
14	15	16	17	18
9:30 a.m. to 11:30 a.m. 4 Keys Day 1 - Writing Resumes - Job Search		9:30 a.m. to 11:30 a.m. 4 Keys Day 2 - Interviewing - Keeping the Job		9:00 a.m. (by appointment) Mock Interview Video Taping 9:00 a.m. (by appointment) Typing Certificates
9:00 a.m. to 12 noon 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School
21	22	23	24	25
Martin Luther King Day	9:00 a.m. (by appointment) Individual Resume Review	9:00 a.m. (by appointment) Mock Interview Video Taping		9:00 a.m. (by appointment) Typing Certificates
	1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School
28	29	30	31	1
9:30 a.m. to 11:30 a.m. 4 Keys Day 1 - Writing Resumes - Job Search	9:00 a.m. (by appointment) Individual Resume Review	9:30 a.m. to 11:30 a.m. 4 Keys Day 2 - Interviewing - Keeping the Job	9:00 a.m. (by appointment) Individual Resume Review	
9:00 a.m. to 12 noon 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School	10:00 a.m. to 5:00 p.m. 5 Keys School	1:00 p.m. to 4:00 p.m. 5 Keys School	

Accessible by AC Transit #12 Bus and 19th Street BART

West Oakland Neighborhood Career Center



1801 Adeline Street, Suite 209, Oakland, CA 94607
510-419-0392 -- Open Weekdays 8:30 a.m. to 4:00 p.m.

JANUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
31	1 Closed New Year's Day	2 WOW - West Oakland Wednesday 10:00 a.m. Training Opportunities Information Session • WIOA	3 9:00 a.m. to 11:30 a.m. MS WORD Workshop - Basic document - Formatting	4
7 WIOA Enrollment see front desk	8 9:00 a.m. to 11:30 a.m. Basic Computer Skills Workshop • Getting Started • E-Mail and Internet • On-Line Applications	9 Closed for Corporate Retreat	10 9:00 a.m. to 11:30 a.m. EXCEL Workshop - Spreadsheets - Graphing - Linkages	11
14 WIOA Enrollment see front desk	15 9:00 a.m. to 11:30 a.m. Basic Computer Skills Workshop • Getting Started • E-Mail and Internet • On-Line Applications 1:00 p.m. to 3:00 p.m. Women in the Trades	16 WOW - West Oakland Wednesday 10:00 a.m. Training Opportunities Information Session • WIOA 10:00 a.m. to 2:00 p.m. TSA OSR	17 9:00 a.m. to 11:30 a.m. PowerPoint Workshop - Simple slide - Presentations - Looping shows	18
21 Martin Luther King Day	22	23 WOW - West Oakland Wednesday 10:00 a.m. Training Opportunities Information Session • WIOA	24 9:00 a.m. to 11:30 a.m. MS WORD Workshop - Basic document - Formatting	25
28 WIOA Enrollment see front desk	29 9:00 a.m. to 11:30 a.m. Basic Computer Skills Workshop • Getting Started • E-Mail and Internet • On-Line Applications	30 WOW - West Oakland Wednesday 10:00 a.m. Training Opportunities Information Session • WIOA	31 9:00 a.m. to 11:30 a.m. EXCEL Workshop - Spreadsheets - Graphing - Linkages	1 Available Operating Hours Typing Certificates WIOA Information Résumé Assistance Cover Letters

Workshops start promptly at the noted time, Please be on time.

Free Parking - Easily accessible by the AC Transit #36 Bus

East Oakland Neighborhood Career Center



7200 Bancroft Avenue, Suite 140, Oakland, CA 94605
510-568-8349 - Open Weekdays 8:30 to 12 noon, 1 to 4 pm

JANUARY

2019

Monday	Tuesday	Wednesday	Thursday	Friday
31	1	2	3	4
	Closed New Year's Day			
7	8 9:30 a.m. WIOA Orientation	9	10	11
14	15	16	17	18
21	22 9:30 a.m. WIOA Orientation	23	24	25
Martin Luther King Day				
28	29	30	31	1