

## **Community Calendar items for May 2019 – August 2019**

*Opportunity Junction is a non-profit organization that fights poverty by helping low-income Contra Costa residents gain the skills and confidence to get and keep jobs that support themselves and their families.*

### **Ongoing: Need a better job? Learn about our programs every Tuesday at 10 a.m. and 7 p.m.**

We help motivated job-seekers find employment in a variety of fields at no cost to you. Our programs train for office or administrative work, support clients while they complete Los Medanos College short-term career technical education certificates, or provide individualized career services. For more information about our programs, attend our information sessions every Tuesday at 10 a.m. or 7 p.m. at Opportunity Junction, 3102 Delta Fair Blvd, Antioch (925) 776-1133.  
**[www.OpportunityJunction.org](http://www.OpportunityJunction.org)**

### **Ongoing: Need a job now? We offer Career Counseling and Placement Assistance**

Career counselors provide support and assistance navigating your job search. Get help with upgrading your resume and cover letter, and access to jobs that are not publicly posted. Attend our information sessions every Tuesday at 10 a.m. or 7 p.m. at Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road), (925) 776-1133,  
**[www.opportunityjunction.org](http://www.opportunityjunction.org)**.

### **Ongoing: English as a Second Language (ESL) classes – Tuesdays and Thursdays 6:00-9:00 p.m.**

This is a teacher-led class. Registration is ongoing, Mondays-Thursdays 6-9 p.m. This service is free and available to everyone 18 years of age or older. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road), (925) 776-1133,  
**[www.opportunityjunction.org](http://www.opportunityjunction.org)**.

### **Ongoing: Drop-in Internet and Computer Access – Monday – Thursday 5:00-9:00 p.m.**

Come use our computers for Internet access, email, job search, etc. Volunteer tutors may be available to help with computer questions. There is software for practicing typing and for learning English. This service is free and available to everyone 18 years of age or older. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road), (925) 776-1133,  
**[www.opportunityjunction.org](http://www.opportunityjunction.org)**.

### **Ongoing: Typing Certification – Monday - Thursday 5:00-8:00 p.m.**

By appointment, please call (925) 776-1133. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). **[www.opportunityjunction.org](http://www.opportunityjunction.org)**

### **Ongoing: Road Map to College for youth 18-24 years old**

Do you have any students, family members, or friends between the ages of 18-24 who might be interested in going to Los Medanos College but don't know where to start? We provide one year of College Counseling and support!

Support includes: Enrollment Assistance, Assessment Test preparation, on-site meetings with Academic Counselors, Individual Career Counseling and Job Placement Assistance upon completion of the program. Opportunity Junction also provides: Money for Books and Student Fees, Parking Permits, Transportation, School Supplies, Uniforms, and more!

Please contact Dionne at [Dionne@OpportunityJunction.org](mailto:Dionne@OpportunityJunction.org) or call (925) 776-1133.

## May 2019

### **Monday, May 6, 10 a.m. - Job Training & Placement Program information and application session:**

12 weeks of administrative training in Microsoft Office computer applications, life and business skills, followed by up to four months of paid internship and job search support. This program is designed to help people with limited skill or work experience in an office/administrative environment. To apply for this full-time training program, attend an application session at 10 am at Opportunity Junction, 3102 Delta Fair Blvd, Antioch (925) 776-1133. See information available at [www.OpportunityJunction.org](http://www.OpportunityJunction.org) or come pick up an information packet.

### **Thursday, May 9, 10 a.m. - Job Training & Placement Program; Information and application session:**

12 weeks of administrative training in Microsoft Office computer applications, life and business skills, followed by up to four months of paid internship and job search support. This program is designed to help people with limited skill or work experience in an office/administrative environment. To apply for this full-time training program, attend an application session at 10 am at SparkPoint Contra Costa (Room 7), 3105 Willow Pass Road, Bay Point, (925) 252-2300. See information available at [www.OpportunityJunction.org](http://www.OpportunityJunction.org) or come pick up an information packet.

### **Thursday, May 9, 6:00-9:00 p.m. – QuickBooks on Thursday nights.**

8 weeks of training working with invoices and bids to using Payroll functions and everything in between. You must have basic computer knowledge, no QuickBooks knowledge required. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road), (925) 776-1133, [www.opportunityjunction.org](http://www.opportunityjunction.org)

### **Monday, May 13, 10 a.m. - Job Training & Placement Program; Information and application session:**

12 weeks of administrative training in Microsoft Office computer applications, life and business skills, followed by up to four months of paid internship and job search support. This program is designed to help people with limited skill or work experience in an office/administrative environment. To apply for this full-time training program, attend an application session at 10 am at Opportunity Junction, 3102 Delta Fair Blvd, Antioch (925) 776-1133. See information available at [www.OpportunityJunction.org](http://www.OpportunityJunction.org) or come pick up an information packet.

### **Monday, May 20, 10 a.m. - Job Training & Placement Program; Information and application session:**

12 weeks of administrative training in Microsoft Office computer applications, life and business skills, followed by up to four months of paid internship and job search support. This program is designed to help people with limited skill or work experience in an office/administrative environment. To apply for this full-time training program, attend an application session at 10 am at Opportunity Junction, 3102 Delta Fair Blvd, Antioch (925) 776-1133. See information available at [www.OpportunityJunction.org](http://www.OpportunityJunction.org) or come pick up an information packet.

## June 2019

### **Monday, June 3, 7:30-9:00 p.m. – Computer Basics on Monday and Wednesday nights.**

Learn basic hardware and features of Windows 10 including file management, login procedures, and using the Control Panel. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**Tuesday, June 4, 7:30-9:00 p.m. – Excel Series- Excel 1 on Tuesday and Thursday nights.**

This free 4-week class is part of a series introducing beginners to learn how to create workbooks, worksheets, cells, rows, columns, formatting, and printing. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**Monday, June 24, 7:30-9:00 p.m. – Internet Basics on Monday and Wednesday nights.**

This free 3-week class is part of a series introducing beginners to learn how to use the Internet to research, find websites, and navigate web pages using tab browsing. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133

**July 2019**

**Tuesday, July 2, 7:30-9:00 p.m. – Excel Series- Excel 2 on Tuesday and Thursday nights.**

This free 4-week class is part of a series to learn how to work with worksheets, cell styles, hide and freeze, reference formulas, autofill, conditional formatting, simple charts, and graphs. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**Monday, July 10, 7:30-9:00 p.m. – Email Basics on Monday and Wednesday nights.**

This free 2-week class is part of a series introducing beginners to create a free email account and learn to send and receive emails with attachments. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**Monday, July 29, 7:30-9:00 p.m. – Word Basics on Monday and Wednesday nights.**

This free 3-week class is part of a series introducing beginners to learn to create simple letters, insert graphics and navigate the ribbon. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**August 2019**

**Tuesday, August 6, 7:30-9:00 p.m. – Excel Basics 3 on Tuesday and Thursday nights.**

This free 4-week class is part of a series introduces you to learn how to create complex formulas, sort and filter data, and protect worksheets and workbooks. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.

**Monday, August 26, 7:30 p.m.-9:00 p.m. – PowerPoint on Monday and Wednesday nights**

This free 3-week class is part of a series introducing intermediate-advanced students to learn how to use the new features in PPT 2016 to create a fun professional presentation that will hold your audience's attention. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road). Sign up in advance at [www.opportunityjunction.org/evening](http://www.opportunityjunction.org/evening) or call (925) 776-1133.