

Community Calendar items for September 2019 – January 2020

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

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.

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.

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.

Ongoing: Typing Certification – Monday - Thursday 5:00-8:30 p.m.

No appointment necessary. Please call (925) 776-1133 an hour before you arrive to our office. Opportunity Junction, 3102 Delta Fair Boulevard, Antioch (one block east of Somersville Road).
www.opportunityjunction.org

Ongoing: Road Map for youth 18-24 years old

We work with youth 18-24 years old enroll in and complete a training to help them launch their career. Do you need a job now? We can help with job search, resume writing, and interview preparation!

Support includes: Connection to training, career coaching, resume assistance, job interview preparations, job placement assistance, and employer introductions! www.ojroadmap.org

September 2019

Monday, Sept. 30, 6:00-9:00 p.m. – Computer Basics on Monday 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 or call (925) 776-1133.

October 2019

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

This free 6-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 or call (925) 776-1133.

Monday, Oct. 28, 6:00-9:00 p.m. – Internet Basics on Monday 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 or call (925) 776-1133

Tuesday, Oct. 29, 7:30-9:00 p.m. – Excel Series- Excel 2 on Tuesday and Thursday nights.

This free 8-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 or call (925) 776-1133.

November 2019

Monday, Nov. 25, 6:00-9:00 p.m. – Email Basics on Monday nights.

This free 3-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 or call (925) 776-1133.

December 2019

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

This free 6-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 or call (925) 776-1133.

Monday, Dec. 16, 7:30-9:00 p.m. – Word Basics on Monday 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 or call (925) 776-1133.

January 2020

Monday, Jan. 13, 6:00 p.m.-9:00 p.m. – PowerPoint on Monday 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 or call (925) 776-1133.