

New Adult Education Classes!

LODI ADULT SCHOOL Workforce Essentials

Each of the Workforce Essentials classes provides the skills and knowledge needed for entry into today's world of work, college, and career programs. Students gain hands-on experience developing workplace skills, exploring careers and educational options, conducting job searches, preparing a professional portfolio, and getting ready for job interviews.

CLASS SCHEDULE: MONDAY - THURSDAY, 8:15AM - 9:15AM
CLASSES ARE 4.5 WEEKS

Workplace Success

- Intro to Microsoft Office-Word & Excel
- Work Ethic Skills
- Building Self-Esteem

Fall Class Dates: August 2 - August 31

Spring Class Dates: January 10 - February 8

Career Exploration and Planning

- Making Informed Career Choices
- Educational Options
- Declaring a Major

Fall Class Dates: September 1 - September 30

Spring Class Dates: February 9 - March 11

Personal and Professional Development

- Goal Setting
- Working Smart, Planning Smart
- Jobs versus Careers

Fall Class Dates: October 18 - November 16

Spring Class Dates: March 28 - April 26

Resumes and Interviews:

- Professional Portfolio
- Cover Letters/Resumes
- Dressing for a Successful
- Interview/Mock Interviews

Fall Class Dates: November 17 - December 23

Spring Class Dates: April 27 - May 27

HOW TO REGISTER



- Register online at adulthood.lodiusd.net
- Registration fee: \$10
- Contact (209) 331-7605 for more information

Student Testimonial

"The class helped me to change the way I look for a job. Specifically, it guided me into the right path to focus on my career." - Maria M.



542 E. Pine Street, Lodi, CA 95240