BUSINESS & WORKFORCE DIVISION
Upskilling Sessions or Paid Work Experience

Classes Begin October 12th

Free Tuition, Books, and Services

ACCTG 101: BOOKKEEPING FOR SMALL BUSINESS (3 UNITS)
Students are introduced to accounting principles and procedures that apply to the operations of a small business. Students will analyze and process transactions, develop financial statements, and adjust and close records for a complete accounting cycle for service and merchandising businesses. Students will use course management software to enhance learning by performing simulated accounting activities. This course prepares students for positions as accounting assistants or entry level bookkeepers.

BUS 068: ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT (3 UNITS)
Students will study the basic elements of entrepreneurship; of starting and managing a small business. Students study management fundamentals including planning, organizing, staffing, directing, and controlling the business. Students learn how to develop a business plan which includes: site location, legal form of business, capital requirements, raising capital, cash flow budget, and marketing and promotional plans.

Track 1: Small business management
- Small business structures and ownership
- Starting from Scratch or Joining an Existing Business
- Starting a small business
- Franchises and buyouts
- The family business

Track 2: Silicon Valley entrepreneurship
- The nature of innovation
- Silicon Valley business models
- How Venture capital is structured and how it works
- How Angel Capital works

INTERESTED COMPLETE AND SEND THE ATTACHED APPLICATION FORM TO: SHARON WINSTON sharonw@goodwillsv.org

ALL CANDIDATES NEED:
- To be 18 Years old
- To be able to provide confirmation of job loss/reduction of hours because of COVID-19
- To be able to work in US
- To live in San Jose
In partnership with the City of San Jose Office of Economic Development and the Santa Clara County COVID-19 Bridge to Recovery Program

Upskilling Sessions or Paid Work Experience Referral Form

Page One: Information/Instructions

Page Two: Referral Form

This program is an initial phase of workforce recovery to support low-income job seekers impacted by COVID-19.

THE PROGRAM PROVIDES PATHWAYS TO WORK:

- Fully subsidized (up to $20 per hour) providing participants with work-based learning exposure to potential new occupation (up to 40 hours for 6 to 10 weeks depending on job site)
- OR
- Occupational Upskilling Sessions (Medical Assisting, Business Services and Finance, Bookkeeping for Small Businesses, Desktop Support (A+ Certification), HVAC Installer, and Small Business Startup and Management)

ALL CANDIDATES NEED:

- To be 18 Years old or older
- Able to provide confirmation of job loss/reduction of hours because of COVID-19
- To be able to work in US (I-9 form to be completed)
- To live in San Jose

Does your client qualify so far?

Complete the attached Client Referral Form

Attach the documentation required:

- Layoff/Reduced hours Letter from Employer
- Unemployment Award (E-mail)
- Facility Closed – Letter from Employer
- Affidavit from Individual - If unable to provide one of the above

Send completed client referral form to the Program Manager:

Sharon Winston at sharonw@goodwillsv.org
Job Seeker Referral Form

Referring Agency__________________________    Date: _______________

Name of person referring potential client: __________________________
    Title: __________________________
    Contact phone #: __________________________
    Email: __________________________

Name: _____________________________________

Contact number: _____________________________

Email:  _____________________________________

Address:  __________________________________________________________

Which program is the job seeker interested in?    __Paid Work Experience, or 
    __Occupational Upskilling Sessions

Attach proof of loss of job/reduced work hours due to COVID-19
    Layoff/Reduced hours Letter from Employer
    Unemployment Award (E-mail)
    Facility Closed – Letter from Employer
    Affidavit from Individual - If unable to provide one of the above

Send completed client referral form to the Program Manager:
Sharon Winston at sharonw@goodwillsv.org