



December 2017

South Bend WorkOne 851 S. Marietta South Bend, IN 46617



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27  Lab 5 <b>ICC Resume/ Open Lab</b> 8:30 AM - 11:30 AM  WorkKeys Room <b>WorkKeys</b> 8:00AM -4:00PM	28	29  Lab 4 <b>Job Search Open Lab</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>Job Link - Job Search</b> 10:00 AM - 11:30 AM  WorkKeys Room <b>WorkKeys</b> 8:00AM -4:00PM	30	1  Room 2 & 3 <b>E&amp;T Connections</b> 10:00AM - 12:00PM  Lab 5 <b>Excel Intermediate</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>WorkKeys</b> 12:00PM -4:00PM
4  Lab 5 <b>ICC Resume/ Open Lab</b> 8:30 AM - 11:30 AM	5	6  Lab 4 <b>Job Search Open Lab</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>Job Link - Job Search</b> 10:00 AM - 11:30 AM	7	8  Room 2 & 3 <b>E&amp;T Connections</b> 10:00AM - 12:00PM  lab 5 <b>Internet Basics</b> 1:00pm - 2:30pm <b>Email Basics</b> 3:00pm -4:00pm  Room 2 & 3 <b>WorkKeys</b> 12:00PM -4:00PM
11  Lab 5 <b>ICC Resume/ Open Lab</b> 8:30 AM - 11:30 AM	12	13  Lab 4 <b>Job Search Open Lab</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>Job Link - Job Search</b> 10:00 AM - 11:30 AM	14	15  Room 2 & 3 <b>E&amp;T Connections</b> 10:00AM - 12:00PM  Lab 5 <b>Excel Basics</b> 10:00 AM - 4:00 PM  Room 2 & 3 <b>WorkKeys</b> 12:00PM -4:00PM
18  Lab 5 <b>ICC Resume/ Open Lab</b> 8:30 AM - 11:30 AM  Lab 5 <b>Computer Basics</b> 1:00pm - 4:00pm	19	20  Lab 4 <b>Job Search Open Lab</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>Job Link - Job Search</b> 10:00 AM - 11:30 AM	21	22  Room 2 & 3 <b>E&amp;T Connections</b> 10:00AM - 12:00PM  Room 2 & 3 <b>WorkKeys</b> 12:00PM -4:00PM
25  Christmas Day  <b>Office Closed</b>	26  Washington's Birthday?  <b>Office Closed</b>  <small>851 S Marietta St South Bend, IN 46601</small>	27  Room 2 & 3 <b>Job Link - Job Search</b> 10:00 AM - 11:30 AM	28	29  Room 2 & 3 <b>E&amp;T Connections</b> 10:00AM - 12:00PM  Lab 5 <b>Word Basics</b> 1:00 PM - 4:00 PM  Room 2 & 3 <b>WorkKeys</b> 12:00PM -4:00PM
		NOTES:		