

March Classes

Computer and communication classes are available to registered NOVA Job Center members. Advanced sign-up is required.

Register at classregistration.novaworks.org on **February 17th** at **11:30 a.m.**

*Customers with priority access, including veterans, can register at 8:30 a.m.

User Name = NOVA Job Center member #

Password = Date of Birth (mmdyyy)

Please be sure you are on time for the first class. Any seats that are open when the class is scheduled to begin will be filled by other customers.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6 MS Word– day 1 9:00 – 12:30	7 MS Word – day 2 9:00 – 12:30	8 MS Word – day 3 9:00 – 12:30	9 MS Word – day 4 9:00 – 12:30	10
13 Communication Essentials –Day 1 8:30-12:30 MS PowerPoint– day 1 9:00 – 12:30	14 Communication Essentials –Day 2 8:30-12:30 MS PowerPoint– day 2 9:00 – 12:30	15 Communication Essentials –Day 3 8:30-12:30 MS PowerPoint– day 3 9:00 – 12:30	16 MS PowerPoint– day 4 9:00 – 12:30	17 Who Am I? 8:30 – 12:30
20 MS Excel – day 1 9:00 – 12:30	21 MS Excel – day 2 9:00 – 12:30	22 MS Excel – day 3 9:00 – 12:30	23 MS Excel – day 4 9:00 – 12:30	24 Class registration for April opens today!
27 Intro to Computers – day 1 9:00 – 12:30 Communication Essentials –Day 1 12:30 – 4:30	28 Intro to Computers – day 2 9:00 – 12:30 Communication Essentials –Day 2 12:30 – 4:30 Who Am I? 12:30 – 4:30	29 Intro to Computers – day 3 9:00 – 12:30 Communication Essentials –Day 3 12:30 – 4:30	30 Intro to Computers – day 4 9:00 – 12:30	31

NOVA Job Center Class Registration Process

The NOVA Job Center provides a variety of computer and professional communication classes to assist you in enhancing your skills and marketability. Here are some things we want you to know about our classes and the registration process.

Important Information

- All our computer classes are fast paced. They have been specially designed to be completed over 4 days and cover the features used most often on a day-to-day basis. While advanced features are not covered in these classes, our experience has been that individuals across all experience levels increase their knowledge.
- You can view the topics covered in each Microsoft class by visiting our website at <http://link.novaworks.org/computer>

Registration Process

- Class registration opens each month on a specified Friday morning at 8:30am for customers with priority access, including veterans and 11:30 for all other customers. Please check the monthly workshop calendar for specific dates.
- You can enroll in one computer and one Communication Essentials class each month.
- Being on the waitlist counts as an enrollment
- You will receive an email confirmation of enrollment. If you do not receive an email, you need to verify that you completed the registration process. You can view your account activity including current and past enrollments, by logging in and clicking on View My Account.
- You may withdraw from a class or the waitlist prior to the start of a class, and then enroll in another class or wait list. Please contact 408-730-7232 to make this request.
- If you are on a waitlist and are not able to get into a class, you can ask to enroll in another open class later in the month. Please contact 408-730-7232 to make this request.

Waitlist Process

- Customers enrolled on the waitlist will be contacted by phone or email as space becomes available in a class in the order they fall on the waitlist.
- On the first day of a class, you can show up and add yourself to the existing waitlist. You will be added to the list in the order that you arrive and express interest.
- Please note that customers with priority access, including veterans, will be placed at the top of the waitlist regardless of the time that they arrived to register for the class.
- Waitlists do not roll over to the next month.