

Course Descriptions

JOB SEARCH CLASSES

Job Search Strategies	An overview of important job search techniques.
Resume/Cover Letters	Learn the importance and different styles of a resume and cover letter. Then create one!
Interviewing/Mock Interviews	Discuss interviewing techniques, preparedness, grooming, how to answer problem questions and then have a mock interview to practice the newly learned techniques.
Applications/Job Terms	The Do's and Don'ts of filling out an application. An overview of commonly used job related terms used in the workforce.
Career Assessment (scheduled individually with each person – no set class time)	This career assessment evaluates skills, interests and work values. This tool is helpful for people considering a career change, or people who need to build some more focus into their job search process. Results are in terms of career clusters – one-to-one career counseling accompanies this assessment.

COMPUTER CLASSES

Introduction to Computers	An introductory class that covers the basics of operating a computer, using the mouse and keyboard to move through windows. <i>No prerequisites.</i>
Microsoft Word 1 Microsoft Excel 1	Two beginner level computer classes. Learn how to open, create, and save a simple document or spreadsheet. <i>Keyboarding ability and familiarity with computers required for this class.</i>
Microsoft Word 2	Focus on FORMATTING : Indents, bullets & numbering, margins, tabs, tables. <i>Previous experience with MS Word or Word 1 required for this class.</i>
Microsoft Excel 2	FORMATTING cells and tables both manually and using AutoFormat. Create graphs from data tables. Rearrange and name sheet tabs. <i>Previous experience with Excel or Excel 1 required for this class.</i>
Internet Job Search	An introduction to many helpful Internet sites that list current openings in Central Oregon, around the state, and throughout the nation. <i>No prerequisites.</i>
OLMIS (Oregon Labor Market Information System)	A very helpful internet site to conduct research on employment, jobs of interest, skills and knowledge requirements for various jobs, rate of pay, trends, and more. <i>No prerequisites.</i>
Keyboarding & 10-key Independent Study	Independent Study option for building keyboarding and 10-key speed and accuracy – available anytime between 8:00 am and 5:00 pm.