

Madras Worksource Center

Course Descriptions

(These classes are scheduled at various times - please check your current calendar)

Interviewing	Information on how to properly prepare for and win in an interview. Feel confident with those hard to answer questions like “What are your weaknesses?” Practice interviews are also conducted by appointment.
Online Applications	Class talks about the dos and don'ts of filling out paper and online applications.
Resumes 1 and Resumes 2	Students learn the importance of resume and cover letter writing. Learn tips that will make your resume stand out from the others and get you the job you are looking for. Come back for the second half and get assistance with developing your resume.
Assessments	Take the 3C's career guidance assessment and learn what careers you are best suited for. When completed you will have a career path and goal to work towards.
Internet Job Search	Class discusses all possible places to look for a job but focuses on using the internet as a job searching tool. Social networking sites and how to use them effectively is also covered.
Get Financially Fit	Learn about credit and assistance to make a plan to pay debts. We will discuss how to obtain a copy of your credit report and the importance of budgeting and living a lifestyle that each individual's wallet can afford.
Don't Lose That Job	Learn job retention skills. Class will cover what employers look for in employees, what to avoid doing, and how to get promoted.
Intro to Computers	Are you new to computers or have very little experience using them? This class will allow you to develop basic computer skills that you will need to further develop your career.
Email	Class will walk you through creating, setting up, and using an email account. Also learn how to attach resumes and cover letters and other documents.
File Management	This class covers how to manage your files on your personal computer to stay organized and where to save documents and files you create.
Intro to PowerPoint	This class will teach you almost everything you need to know to utilize the Microsoft Office PowerPoint program.
Intro to Word	This class covers the basic skills that you will need to know to use Microsoft Office Word.
Word 2	This is an intermediate Microsoft Word class that builds on the skills you already learned and teaches you more about what the program can do.
Intro Excel	This class will cover the basic skills you will need to know in order to use Microsoft Office Excel.
Excel 2	This is an intermediate Microsoft Office Excel class that will teach you additional tools that build on what you previously learned.