

Prineville Course Descriptions

JOB SEARCH CLASSES

Career Mapping	Discover your dream career, and the steps you will take to get there-available to customers of our Disability Navigator, Yvonne Devine. Held quarterly or by appointment (541) 548-8196 Ext 345
High Impact Resumes followed by WinWay	Learn the importance and different styles of a resume and cover letter in High Impact Resumes; then create your own in the WinWay class. Take classes in sequence
Interviewing-the Secrets	Discuss interviewing techniques, preparedness, grooming, how to answer problem questions.
Applications-Fill in the Blanks	The Do's and Don'ts of filling out an application. An overview of commonly used job related terms used in the workforce.
Career Testing/career testing results	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.
JOBS and OFSET, group planning and orientation	Admission by referral from DHS only; JOBS clients meet daily to discuss job search activities, make daily plans and network with other participants toward success.
Claimant Re-Employment	Admission by referral from the Oregon Employment Department or Unemployment Insurance unit. Learn about resources available to land that new job!

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. No prerequisites.
Microsoft Word 1 2007 Microsoft Excel 1 2007	Two beginner level computer classes. Learn how to open, create, and save a simple document or spreadsheet. Keyboarding ability and familiarity with computers required for this class.
Microsoft Word 2 2007	Focus on FORMATTING: Indents, bullets & numbering, margins, tabs, tables. Previous experience with MS Word or Word 1 required for this class.
Microsoft Excel 2 2007	FORMATTING cells and tables both manually and using AutoFormat. Create graphs from data tables. Rearrange and name sheet tabs. Previous experience with Excel or Excel 1 required for this class.

A one time registration process is required to attend workshops for the first time. Please allow 30 to 45 minutes prior to the start of your first workshop to complete the process. Even if you have attended workshops in the past you will still need to complete the pre-registration process one time.