


# COIC/WorkSource Prineville Job Search and Computer Workshop Calendar

2321 NE Third St., Prineville, OR 97754

**FEBRUARY 2012**

Ph. (541) 447-3119 Fax (541) 447-6278

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
"If you require accommodations and/or materials in an alternate format, please give COIC staff a 5 day notice. Thank you!!"	<b>For OED services on Wednesdays &amp; Fridays Please check in at Front desk.</b>	9:00-Job Search Strategies 11:00 Applications 1:30 Career Testing	9:00 OFSET Orientation  COIC WILL BE CLOSED FOR STAFF MEETING-Afternoon Only  8:30 - 4:30 Open Lab	9:30 - Life Skills  1:30 Interviewing  8:30 - 4:30 Open Lab
6	7	8	9	10
9:00 High Impact Resume 11:00 Beginning Excel 1:30 Winway Resume  8:30 - 4:30 Open Lab	<b>Career Readiness Series Part 1 Career Assessments</b>  8:30 - 4:30 Open Lab	11:00 Career Testing Results 1:30 NeighborImpact Weatherization Class 8:30 - 4:30 Open Lab	9:00 OFSET Orientation  1:30 Interviewing 3:00 Job Search Strategies 8:30-4:30 Open Lab	9:30 - Life Skills  1:30 Intro To Computers 3:00 MS Word Intro 8:30-4:30 Open Lab
13	14	15	16	17
9:00-Job Search Strategies 11:00 Intro To Computers  3:00 Applications 8:30 - 4:30 Open Lab	<b>Career Readiness Series Part 2 Job Search Strategies Internet</b>  8:30 - 4:30 Open Lab	9:00 MS Word Intro 11:00 Career Testing  3:00 Interviewing 8:30-4:30 Open Lab	9:00 OFSET Orientation  1:30 High Impact Resume 3:00 Career Testing 8:30-4:30 Open Lab	9:30 - Life Skills  1:30 Winway Resume  8:30-4:30 Open Lab
20	21	22	23	24
<b>CLOSED</b> 	<b>Career Readiness Series Part 3 Resumes-Cover Letters References</b>  8:30 - 4:30 Open Lab	9:00 High Impact Resume 11:00 Intro To Computers 1:30 Winway Resume 8:30 - 4:30 Open Lab	9:00 OFSET Orientation  1:30 Applications 3:00 Interviewing 8:30 - 4:30 Open Lab	9:30 - Life Skills  1:30 Career Testing Results 3:00 Beginning Excel 8:30 - 4:30 Open Lab
27	28	29		
9:00 Job Search Strategies 11:00 Intro To Computers 1:30 Beginning Excel  8:30 - 4:30 Open Lab	10:30 Choosing Quality Daycare <b>Career Readiness Series Part 4 Applications/Interviewing</b>  8:30 - 4:30 Open Lab	9:00 High Impact Resume 11:00 MS Word Intro 1:30 Winway Resume 8:30 - 4:30 Open Lab	<u>NEW WORKSHOP</u> <u>Starting this month a four part Series;</u> <u>CAREER READINESS</u>	<u>COIC and OED are closed from 12-1 every day</u>

Classes start promptly at scheduled time.

Please see calendar for next available class time if you are more than 5 minutes late. Thank

www.cocc.org

**Seating is limited! First come, first serve Thanks!**