

# COIC/WorkSource Prineville Job Search and Computer Workshop Calendar

2321 NE Third St., Prineville, OR 97754

**JANUARY 2012**

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
<b>CLOSED</b> 	<b>9:00 High Impact Resume</b> <b>11:00 Job Search Strategies</b> <b>1:30 Winway Resume</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 Intro To Computers</b> <b>11:00 MS Word Intro</b>  <b>3:00 Career Testing Results</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 OFSET Orientation/ drop off</b>  <b>3:00 Career Testing</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:30 - Life Skills</b>  <b>1:30 Interviewing</b> <b>3:00 Applications</b> <b>8:30 - 4:30 Open Lab</b>
9	10	11	12	13
<b>9:00 Intro To Computers</b> <b>11:00 Job Search Strategies</b>  <b>3:00 Beginning Excel</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 MS Word Intro</b>  <b>1:30 Interviewing</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 High Impact Resume</b> <b>1100 Applications</b>  <b>8:30 - 4:30 Open Lab</b>	<b>9:00 OFSET Orientation/ drop off</b>  <b>1:30 Winway Resume</b> <b>8:30-4:30 Open Lab</b>	<b>9:30 - Life Skills</b>   <b>3:00 Career Testing Results</b> <b>8:30-4:30 Open Lab</b>
16	17	18	19	20
<b>CLOSED</b> 	<b>9:00 High Impact Resume</b> <b>1100 Applications</b> <b>1:30 Winway Resume</b> <b>8:30 - 4:30 Open Lab</b>	 <b>1:30 MS Word Intro</b> <b>3:00 Career Testing</b> <b>8:30-4:30 Open Lab</b>	<b>9:00 OFSET Orientation/ drop off</b>  <b>1:30 Intro To Computers</b> <b>3:00 Job search Strategies</b> <b>8:30-4:30 Open Lab</b>	<b>9:30 - Life Skills</b>  <b>1:30 Interviewing</b> <b>3:00 Beginning Excel</b> <b>8:30-4:30 Open Lab</b>
23	24	25	26	27
<b>9:00 High Impact Resume</b>  <b>1:30 Applications</b> <b>3:00 Intro To Computers</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 Job Search Strategies</b>  <b>1:30 Winway Resume</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 MS Word Intro</b>  <b>1:30 Beginning Excel</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:00 OFSET Orientation/ drop off</b>  <b>1:30 Interviewing</b> <b>8:30 - 4:30 Open Lab</b>	<b>9:30 - Life Skills</b>   <b>3:00 Career Testing Results</b> <b>8:30 - 4:30 Open Lab</b>
30	31			
<b>9:00 High Impact Resume</b>  <b>1:30 Winway Resume</b>  <b>8:30 - 4:30 Open Lab</b>	<b>9:00 Intro To Computers</b> <b>10:30 Choosing Quality Daycare</b> <b>1:30 MS Word Intro</b>  <b>8:30 - 4:30 Open Lab</b>	<i>"If you require accommodations and/or materials in an alternate format, please give COIC staff a 5 day notice. Thank you!!"</i>	<b>For OED services on Wednesdays &amp; Fridays Please check in at Front desk.</b>	<u><b>COIC and OED are closed from 12-1 every day</b></u>

Classes start promptly at scheduled time.

Please see calendar for next available class time if you are more than 5 minutes late. 1

www.cocc.org

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