

# Redmond Course Descriptions

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| Cover Letters                         | What is a cover letter? Get help writing a cover letter to accompany your resume by learning the basics and then actually writing one.   |
| Resumes I and II                      | Resume 1: Learn the importance and different styles of a resume<br>Resume 2: Create/edit your own resume   |
| Interviewing I and II                 | Discuss interviewing techniques, preparedness, grooming, how to answer problem questions in Interviewing 1 and then have a mock interview to practice the newly learned techniques in the second workshop.   |
| Internet Job Search Tips              | An introduction to many helpful Internet sites that list current openings in Central Oregon, around the state, and throughout the nation.  |
| Microsoft Word I                      | An introductory level class on word processing. Learn how to open, create, and save a document and how to use the Word program for checking spelling and grammar.<br><br><i>***THIS CLASS IS FOR THOSE NEW TO THE MICROSOFT WORD PROGRAM (AND THOSE NEW TO THE 2007 VERSION MS WORD) ***</i> |
| Microsoft Word II                     | A second level class in the 2007 Word program that covers indents, margins, tabs, and tables.  |
| Excel I                               | An introductory level class on spreadsheets. Learn how to open, create, and save a document and how to write simple formulas to calculate data.<br><br><i>***THIS CLASS IS FOR THOSE NEW TO MS EXCEL (AND THOSE NEW TO EXCEL 2007) ***</i>   |
| Excel II                              | A second level class in Microsoft Excel that covers creating charts and graphs in a spreadsheet.   |
| How to Attach Your Resume to an Email | Learn how to attach your saved resume from a disk or flash drive onto your email to send to employers.   |
| Insider Tips                          | Employers from the community tell about their company, what opportunities can be found there, and what they look for in an employee. They will announce any current openings in their facility.  |
| Intro to Computers                    | An introductory class that covers the basics of operating a computer, using the mouse and keyboard to move through windows.<br><br><i>***THIS CLASS IS FOR BEGINNERS ONLY***</i>   |
| Job Search Strategies                 | An overview of important job search techniques including how to tap into the "hidden job market".  |