

Redmond Course Descriptions

Job Search Strategies	An overview of important job search techniques including how to tap into the “hidden job market”.
Resumes I and II	Resume I: Learn the importance and different styles of a resume and cover letter Resume II: With assistance, create and edit your own resume
Interviewing I and II	Interviewing I: Discuss interviewing techniques, preparedness, grooming, how to answer problem questions Interviewing II: Practice interviewing
Online Applications	The Do’s and Don’ts of filling out a job application.
Intro to Computers	An introductory class that covers the basics of operating a computer, using the mouse and keyboard to move through windows.
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.
Microsoft Word II	A second level class in the 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.
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.