

# ***Course Description***

**Jump Start Your Job Search:** An overview of important job search techniques.

**High Impact Resume/Cover Letters:** Learn the importance and different styles of a resume and cover letter.

**Winway Resumes:** Learn to use the Winway program for developing and revising resumes & cover letters.

**Interviewing: The Secrets/Mock Interviews:** Discuss interviewing techniques, preparedness, grooming, how to answer problem questions and then have a mock interview to practice the newly learned techniques.

**Applications: Fill in the Blanks:** The Do's and Don'ts of filling out a job application.

**State Applications PD-100:** Learn helpful tips for completing the Application PD-100 for State jobs.

**Intro to Computers:** An introductory class that covers the basics of operating a computer, using the mouse and keyboard to move through windows.

**Typing/Keyboarding:** Learn to type using a tutorial that is designed to teach proper finger placement and increase typing speed, while avoiding bad habits such as looking at your fingers.

**Internet Job Search:** An introduction to many helpful Internet sites that list current openings in Central Oregon, around the state, and throughout the nation.

**OLMIS (Oregon Labor Market Information System):** A very helpful internet site to conduct career research on employment, positions of interest, skills and knowledge requirements, rate of pay, trends, and more.

**iMatch Skills:** Completing the Employment Department's online iMatch registration to gain access to more jobs listings.

**Intro to Word:** 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.

**Intro to Excel:** An introductory level class on spreadsheets. Learn how to open, create, and save a document and how to write simple formulas to calculate data.

**Microsoft Word II:** A second level class in the Word program that covers indents, margins, tabs, and tables.

**Microsoft Excel II:** A second level class in Microsoft Excel that covers creating charts and graphs in a spreadsheet.

**File Management:** Create, name, and organize files using Windows Explorer.

**Internet e-mail:** How to set up your own free e-mail account, discuss e-mail etiquette, then practice sending, receiving, and attaching documents.

**Stress Management:** Learn about Positive and Negative stress, ways to identify our stress and control it through relaxation, exercise, and a positive lifestyle.

**Customer Service:** Techniques for providing exceptional service through excellent communication and problem solving skills.

**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.