



Worksource Bend - Workshop Schedule

August 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Excel 1 8:45 - 11:45 Lab Open 12:30 -4:30 1	Excel 1 8:45 - 11:45 Lab Open 12:30 -4:30 1	Excel 2 8:45 - 11:45 Interview Preparation 9-11 Lab Closed 12-5 Money Matters 2-4 2	Excel 3 8:45 - 11:45 Lab Open 12:30 -4:30 3	Open Lab 4
Power Point 9- 12 Lab Open 12:30 -4:30 7	Power Point 2 9 -12 Lab Open 12:30 -4:30 8	Networking/Social Media 9-11 Resume/Cover Letter Development 9-11 Soft Skills 2-4 9	Open Lab 10	Open Lab 11
Open Lab 14	Keyboarding 9- 11 Lab Open 12:30 -4:30 15	Basic Computers and Internet 8:45 - 11:45 Open Lab 12-4 Money Matters 2-4 16	Applications Lab 9-11 Lab Open 12:30 -4:30 17	Open Lab 18
Open Lab 21	Word 1 8:45 - 11:45 Lab Open 12:30 -4:30 22	Word 2 8:45 - 11:45 Interview Preparation 9-11 Open Lab 12-4 Soft Skills 2-4 23	Word 3 8:45 - 11:45 Lab Open 12:30 -4:30 24	Open Lab 25
Resume Lab 9-11 Lab Open 12:30 -4:30 28	Excel 1 8:45 - 11:45 Lab Open 12:30 -4:30 29	Excel 2 8:45 - 11:45 Resume/Cover Letter Development 9-11 Money Matters 2-4 30	Excel 3 8:45 - 11:45 Lab Open 12:30 -4:30 31	 25

Worksource Bend
 1645 Forbes Road
 Bend, Oregon
 For info. 389-9661
www.coic.org

Computer Classes are Free!
CLASS SIZE IS LIMITED TO 14 SEATS- Register Online!



Register online at
www.imatchskills.org
 Log in and under resources
 click on:



If you need Accommodations and/or materials in Alternate Format please give a five day notice