

Course Descriptions

| | |
|--|---|
| Resumes & Cover Letters Development | Learn the importance of resume and cover letter writing. Acquire tips that will make your resume stand out from the others and get you the job you are looking for. Also learn what to include in a cover letter to boost your chances of getting the interview. |
| Interview Preparation | Information on how to properly prepare for and win in an interview. Feel confident with those hard to answer questions like "What are your weaknesses?" Practice interviews are also conducted by appointment. |
| Applications | Workshop covers filling out online applications, downloading, changing file extensions (.pdf, .doc , etc.) and other challenges in applying for jobs electronically. |
| Soft Skills | Will review the definition of soft skills and their importance, as well as proactive communication tips. |
| Social Networking / LinkedIn Profiles | Tips for creating profiles on the professional networking website, with ideas for how to make your profile more attractive to recruiters, and suggestions for making contact with other users. Must be internet proficient. |
| Job Success | In this class we talk about how to keep a job once you've been hired. This includes: How to know the proper attire/accessories to wear. Why does attitude matter? Recognizing ethical dilemmas and discussing possible resolutions. What does and employer really expect from a new hire? How balance personal life and work life. |
| NCRC Testing <i>To sign up call 541-475-7118</i> | The National Career Readiness Certificate (NCRC) is a certificate that can help you gain a competitive edge by demonstrating the skills that employers need. There are three segments to the test: Workplace Documents Applied Mathematics Graphic Literacy You must complete the pretests and score at least a three or higher in each section. Please see a staff member for more information. |
| Career Assessments | Are you looking to change careers or not sure what you want to do for a living? Join us for this series of paper and pencil tests used to determine your interests, values and abilities, so that you can find a direction for your career goals. The assessment is done in class, then we will schedule you for a one-on-one appointment with an Employment Counselor to review the results and get some career guidance. |
| Intro to Computers | Are you new to computers or have very little experience using them? This class will allow you to develop some very basic computer skills so that can become more comfortable using a computer. |
| Word | This class covers the basic skills that you will need to know to use Microsoft Office Word 2013 to create word processing documents. |
| Excel | This class will cover the basic skills you will need to know in order to use Microsoft Office Excel 2013 to create spreadsheets. |

SERVICES BY REQUEST

| Resume Writing and Review | Prove-It Employment Testing | | | | | | | | | |
|---|---|----------------------------------|-------------------------------|--------------------------|--------------------------------|--------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|
| <p style="text-align: center;"><i>We also have WIN Way Resume & Cyprus Resume software in the lobby for your use.</i></p> <p>Need someone to review your resume and offer advice or having a hard time figuring out how to type up & format a resume? Make an appointment with an Employment Counselor and we can help you get a great resume.</p> | <p>Need to prove your skills for an employer or just want to see how you stack up? We offer all kinds of testing using Prove-it Software.</p> <table style="width: 100%; text-align: center;"> <tr> <td><i>Clerical Skills</i></td> <td><i>Language Skills</i></td> <td><i>Industrial</i></td> </tr> <tr> <td><i>Call Center Work</i></td> <td><i>Accounting</i></td> <td><i>Reading & Math</i></td> </tr> <tr> <td><i>Health Care</i></td> <td><i>Software and IT</i></td> <td><i>& Many More</i></td> </tr> </table> | <i>Clerical Skills</i> | <i>Language Skills</i> | <i>Industrial</i> | <i>Call Center Work</i> | <i>Accounting</i> | <i>Reading & Math</i> | <i>Health Care</i> | <i>Software and IT</i> | <i>& Many More</i> |
| <i>Clerical Skills</i> | <i>Language Skills</i> | <i>Industrial</i> | | | | | | | | |
| <i>Call Center Work</i> | <i>Accounting</i> | <i>Reading & Math</i> | | | | | | | | |
| <i>Health Care</i> | <i>Software and IT</i> | <i>& Many More</i> | | | | | | | | |