

Worksource Bend - Workshop Schedule

September 2019



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LABOR DAY Worksource Closed 2	Keyboarding 9-11 3	Open Lab 4	Open Lab 5	Intro to Computers 8:45 - 11:45 Scholarship/Training Orientation 9-10 6
Word 1 8:45 - 11:45 Scholarship/Training Orientation 1-2 Open Lab 1-4 9	Open Lab 10	Word 2 8:45 - 11:45 Open Lab 1-4 11	Word 3 8:45 - 11:45 Interviewing Preparation 9-11 12	Writing Resumes In Word 9-11 Scholarship/Training Orientation 9-10 13
Excel 1 8:45 - 11:45 Scholarship/Training Orientation 1-2 Open Lab 1-4 16	Open Lab 17	Excel 2 8:45 - 11:45 18	Resumes/Cover Letters 9-11 Open Lab 1-4 19	Excel 3 8:45 - 11:45 Scholarship/Training Orientation 9-10 Open Lab 1-4 20
Power Point 9- 12 Scholarship/Training Orientation 1-2 Open Lab 1-4 23	Power Point 2 9 -12 Open Lab 1-4 24	Open Lab 25	Keyboarding 9- 11 Interviewing Preparation 9-11 26	Open Lab Scholarship/Training Orientation 9-10 27
Intro to Computers 8:45 - 11:45 Scholarship/Training Orientation 1-2 Open Lab 1-4 30				

Worksource Bend
 1645 Forbes Road
 Bend, Oregon
 541.388.6070
www.coic2.org

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

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

Register online at
www.imatchskills.org