

JANUARY 2019



COMPUTER AND EMPLOYMENT WORKSHOPS

M O N	T U E	W E D	T H U	F R I
31	1 Holiday Lab Closed	2	3	4
7 Successful Interviewing 10 a.m.-noon	8	9	10	11
14	15	16	17 LinkedIn 1-3 p.m.	18
21 Holiday Lab Closed	22 Microsoft Word Day 1 1-3 p.m.	23 Microsoft Word Day 2 1-3 p.m.	24 Job Search Strategies 1-3 p.m.	25
28	29 Windows 10 1-3 p.m.	30	31	1

For more information, to register for a class, or receive one-on-one assistance contact Josh Katzenmeyer

jk Katzenmeyer@iocp.org (763) 489-7709

Upon arrival for class please check in at the front desk and they will direct you to the right place

COURSE DESCRIPTIONS

COMPUTER CLASSES

Microsoft Word

This class is an introduction to Microsoft Word, a program used to create documents such as letters, reports, and resumes. Topics include how to change the font, print, spell check, format, and insert images.

Windows 10

As Windows 10 becomes more and more common in the workplace, it is important to increase your confidence using it. In this class, you will learn functions and terminology that will help you navigate and organize files on your computer, change computer settings, and many other practical applications. This course is great for new Windows users *and* those who are switching from 7 to 10.

LinkedIn

Get started in LinkedIn, an online professional networking platform. During this hands-on workshop, learn how to navigate LinkedIn, draft your profile, showcase your expertise, look for jobs, and build and use your network.

EMPLOYMENT WORKSHOPS

Successful Interviewing

Interviews can trigger feelings of nervousness and stress. This class will provide tips on how to answer the most commonly asked interview questions and advice on how to prepare to highlight professionalism and confidence. Also, get a FREE copy of The Everything Job Interview Question Book. Bring your most challenging interview questions for group discussion!

Job Search Strategies

A must for any job seeker! Learn to create an effective strategy for finding a job, navigate job search websites, and receive hands on experience filling out online applications and avoiding common pitfalls. Additional topics include networking, answering tough questions, and researching companies you are applying to.

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