



MARCH 2012

Osborne Village Resource Centre
 Unit 1 - 107 Osborne Street
 Winnipeg Manitoba R3L 1Y4

Web: www.ovrc.ca
 Tel: (204) 989-6503
 Fax: (204) 477-0903

Public Access Hours

Monday 8 am - 4:20 pm
 Tuesday 8 am - 4:20 pm

Wednesday 8 am - 4:20 pm
 Thursday 12pm - 4:20 pm

Friday 8 am - 4:20 pm

MON	TUE	WED	THURS	FRI
<p>We will be presenting another <i>Career Exploration Workshop</i> on April 26 which will take place at Winnipeg Technical College Pembina Campus at 1551 Pembina Highway from 8:45 am to 3:30 pm</p>			01 <p>Job Fair Success Workshop 9:00 - 11:00 am</p>	02 <p>Public Access 8 am - 4:20 pm</p>
05 <p>Public Access 8 am - 4:20 pm</p>	06 <p>Public Access 8 am - 4:20 pm</p>	07 <p>Public Access 8 am - 4:20 pm</p>	08 <p>Internet Job Search 9:30 - 11:30 am</p>	09 <p>Public Access 8 am - 4:20 pm</p>
12 <p>Fundamentals of PC Part 2 5 - 7:30 pm</p>	13 <p>Fundamentals of PC Part 2 5 - 7:30 pm</p>	14 <p>Public Access 8 am - 4:20 pm</p>	15 <p>Job Search Skills Workshop 8:30 am - 12 noon</p>	16 <p>Public Access 8 am - 4:20 pm</p>
19 <p> First day of Spring Fundamentals of PC Part 3 5 - 7:30 pm</p>	20 <p>Fundamentals of PC Part 3 5 - 7:30 pm</p>	21 <p>Public Access 8 am - 4:20 pm</p>	22 <p>Cover Letter Workshop 5:00 - 7:30 pm</p>	23 <p>Public Access 8 am - 4:20 pm</p>
26 <p>Interview Skills Workshop Part I 8:45 am - 3:30 pm Fundamentals of PC Part 4 5 - 7:30 pm</p>	27 <p>Interview Skills Workshop Part II 8:45 am - 3:30 pm Fundamentals of PC Part 4 5 - 7:30 pm</p>	28 <p>Public Access 8 am - 4:20 pm</p>	29 <p>Public Access 12 noon - 4:20 pm</p>	30 <p>Public Access 8 am - 4:20 pm</p>



We will be teaching Basic MS Excel again on April 10, 17, 24 / May 01, 08

Computer Courses Offered:

Fundamentals of Personal Computers	\$70.00
Basic MS Word	\$70.00
Basic MS Excel	\$70.00
Intro to PowerPoint	\$20.00
How to Effectively use Email in Your Job Search	\$20.00
How to Search for Jobs on the Internet More Effectively	\$20.00
One-on-One Internet Tutoring - 1 hour	\$20.00

Fees:

IN PERSON REGISTRATION & PAYMENT REQUIRED TO HOLD A SPOT IN THE CLASS (NO CREDIT CARDS/CHEQUES/INTERAC)
 OVRC reserves the right to cancel classes if minimum enrolment is not met 48 hours notice on cancellations is required for refund of class fees!