



Goodwill University offers FREE trainings to prepare you for today's workforce. We offer trainings covering a variety of topics to help make you more competitive. We have a class for you. **Register today!**

How To Get Started

- Step 1 Visit the Goodwill Opportunity Campus located on 5301 Wilkinson Boulevard, Charlotte, NC 28208.
- Step 2 Ask for the Job Resource Center.
- Step 3 Take the computer assessment test. Keep a copy for your records.
- Step 4 Ask any Job Resource Center team member for help registering for a class.

Need help? Work with your current Goodwill career coach or course instructor to register today!

Computer + Employability Skills

For more information call 704-372-3434 and visit goodwillsp.org. All courses are offered at the Goodwill Opportunity Campus, located at 5301 Wilkinson Boulevard, Charlotte.

COMPUTER BASICS

Alternating Mondays, 9AM - 1PM

Prerequisite: None.

Are you new to using computers? Do you wonder what people mean when they say the Cloud, Windows, ISP or app? Perhaps you just want to know more about how computers work. When it comes to learning today's technology, our Computer Basics course has all the basic concepts covered.

INTERVIEW SKILLS: CRAFT YOUR ELEVATOR PITCH

Thursdays, 9AM - 12PM

Prerequisite: None.

What will your interview be like? What should you take with you? How should you answer interview questions? What should you wear? All of these questions and more will be answered in this tutorial.

RESUME WRITING

Fridays, 9AM - 1PM

Prerequisite: Completed Microsoft Word course or pass assessment test.

Everyone needs a resume when job hunting. Learn which resume formats the experts prefer and how to effectively write summary statements, your employment history and other sections. After completing this course, your resume can be transformed into a powerful tool that will help get you interviews.

INTERNET 101 & INTERNET EXPLORER

Tuesdays, 9AM - 1PM

Prerequisite: Completed Computer Basics course or pass assessment test.

Internet 101

Are you new to the Internet? Are you wondering what's so important about being connected online? Maybe you just want to know what's new and how it can benefit you. This introductory course will guide you through the basics while providing up-to-date information on the latest online tools and technologies.

Internet Explorer

Learn about the Internet Explorer web browser and how to use its many functions and features for convenient and safe web browsing.

MICROSOFT WORD

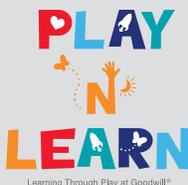
Thursdays, 9AM - 1PM

Prerequisite: Completed Computer Basics course or pass assessment test.

You will learn how to create your first Word document. You will find out how to type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words quickly and some style, and how to save and print your work.

Understanding Prerequisites

Prerequisites are courses needed to take or the level of proficiency that must be demonstrated prior to registering for a class. ALL staff checks that you meet the prerequisites before class registration. This helps to ensure that you are prepared for success in all courses at Goodwill University.



The Play N' Learn center of Goodwill provides free childcare up to four hours. Please ask a Job Resource Center team member for more information.