

COMPUTER TRAINING



CAREER TRAINING

Goodwill of Central Virginia Computer Skills Training - is designed to supply individuals with marketable computer skills necessary in today's workplace. The courses are geared toward new users or those who simply want to upgrade their computer skills. Training is ideal for those working in a business environment that requires computer software knowledge. Class is interactive and uses worksheets, PowerPoint presentations, and a manual to cover topics that include Microsoft Windows XP, Microsoft Word, Excel and PowerPoint, as well as Internet and Email basics.

COMPUTER CLASS DESCRIPTIONS

Computer Fundamentals Windows XP

Covers the fundamentals of computer usage, including interpreting computer terms, customizing the desktop, using shortcuts, mouse "right-clicking", and the Internet. **A workbook is included.** No pre-requisites required. **Cost: \$105.00.**

Microsoft Word

Includes tools to use text editing, creating tables, graphics, formatting pages, and proofing documents. **A workbook is included.** *Pre-requisite: Computer Fundamentals or equivalent experience.* **Cost: \$105.00**

Microsoft Excel

Focuses on entering data in a worksheet, formatting spreadsheets, creating formulas, and converting spreadsheet data into charts. **A workbook is included.** *Pre-requisite: Working knowledge of Microsoft Word, or equivalent experience.* **Cost: \$105.00**

Microsoft PowerPoint

Covers the basics of creating a presentation with PowerPoint. Make on-screen presentations stand out with graphics and special effects. **A workbook is included.** *Pre-requisite: Working knowledge of Computer Fundamentals.* **Cost: \$85.00**

Keyboarding

Uses a comprehensive software program in class, to cover all of the basic techniques needed to keyboard successfully. No book necessary. *No pre-requisites required.* **Cost: \$85.00.**

Introduction to the Internet

Introduces essential Internet skills including terminology, using a mouse, web addressing, search techniques, links and printing from the Internet. **Cost: FREE**

Email Basics

Introduces basic email skills including opening an email account, general mailbox management, and opening, composing and responding to mail and attaching files. **Cost: FREE**

Goodwill of Central Virginia Career Training - is designed to provide individuals with marketable and necessary tools to gain and maintain employment. These classes are intended to help job seekers with skills to aid in the search for employment and tools to help with job retention once employed. Classes are interactive and use worksheets, PowerPoint presentations, and manuals to cover topics that include resume building, job seeking skills, customer service training, interviewing techniques and stress and money management.

CAREER WORKSHOP DESCRIPTIONS

Customer Service Training

Focuses on how to provide excellent customer service to internal and external customers to achieve customer satisfaction.

Job Seeking Skills

Designed to assist persons in identifying interests and values that are consistent with realistic job goals, job searching techniques and interviewing skills.

Interviewing Techniques covers ways to prepare for an interview, successful interviewing techniques, commonly made mistakes, body language and interview follow-up.

Online Applications

Covers ways to apply for employment online including email, online applications and website posting.

Resume Writing Workshop

Covers which type of resume best suits an individual's work experience, what information to include, and how to send resumes in the electronic age. Participants create a basic resume

Career Path

Provides basic steps for managing your career through self-assessment and goal setting.

Re-Entry Workshop

Designed specifically for ex-offenders trying to re-enter the work world. Topics covered include explaining your criminal record, common interviewing mistakes, and ways to keep employment.

Dress for Success

Learn what to wear and what not to wear in place of business

Money Management

Covers indispensable money management skills including debt elimination techniques basic banking budgeting, retirement saving and simple investing.

GOODWILL TEMPORARY SERVICES

Goodwill Temporary Services (GTS) An in-house agency dedicated to opening doors for individuals through temp and temp-to-perm job placements. Register at any Goodwill Community Employment Center. Ask to see our GTS Board for current postings.

All classes are subject to change based on enrollment. To register for classes, or for information please contact the Employment Center nearest you

Chesterfield

1211 Alverser Drive
Midlothian, VA 23113
(804) 419-5863

Mechanicsville

147 Brandy Run Drive
Mechanicsville, VA 23111
(804) 417-6715

Richmond

6301 Midlothian Turnpike
Richmond, VA 23225
(804) 521-4930

Petersburg

65 Crater Circle
Petersburg, VA 23805
(804) 451-1772

Virginia Beach

5565 Virginia Beach Boulevard
Virginia Beach, VA 23462
(757) 248-9405

Center Hours

Mon, Wed, Friday
9:00 AM – 4:00 PM

Tues and Thursday
9:00 AM – 7:00 PM

Calendar subject to change without notice

**Virginia Beach
EMPLOYMENT CENTER
February 2008**

Contact Information

5565 Virginia Beach BLVD
Virginia Beach, VA 23462
Phone: (757) 248-9405

Fax: (757) 248-9416

employmentcenter@goodwillva.org
www.goodwillva.org



Our business is changing lives

Have a group of 5 or more? We can customize a class just for you. Call for special pricing and scheduling.




MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 FREE Internet Basics 10:00 AM – 12:00 PM	5	6 Job Fair Sprint 10:00-3:00	7 FREE Resume Writing Workshop 10:00 AM – 12:00 PM	8
11 FREE Interviewing Technique Workshop 10:00 AM – 12:00 PM	12	13	14 FREE Email Basics 10:00 AM – 12:00 PM	15 FREE Job Seeking Skills Workshop 10:00 AM – 12:00 PM
18 Ex-Offender Re-Entry Workshop 10:00-12:00 2:00-4:00	19	20 FREE Dress for Success Workshop 10:00 AM – 12:00 PM	21	22
25 Workshops for Job Fair	26 WINTER JOB FAIR 2:00-7:00	27	28	29 FREE Customer Service Training Workshop 10:00 AM – 12:00 PM

See back of calendar for workshop and class descriptions

COMPUTER CLASS SCHEDULE
See back of calendar for class descriptions and cost

MICROSOFT WORD (16 HOURS)
Will end on February 7th.
No other computer classes
Will be held in February
After this class is completed
NEW CLASSES BEGIN IN MARCH



Call or visit for registration information

Mini Job Fair for Sprint on February 6th
10:00-3:00
Pre-Employment Workshops
February 25, 2008
Employment Job Fair
February 26, 2008

For More info, please call (757) 248-9405

EMPLOYMENT CENTER SERVICES

ELECTRONIC SERVICES
Copy, Fax, Internet, Community Voice Mail

JOB LEADS
Current and Relevant Job leads

TRAINING
Employment, Computer and Vocational Training

CAREER PLANNING
Assessment tools, Case management

EX-OFFENDER OUTREACH

And much more!