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 at 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!

Hands-on Basic Computer + Employability Skills Courses

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

MICROSOFT EXCEL

Alternating Mondays, 9AM - 12PM
Prerequisite: Completed Microsoft Word course or pass assessment test.

Anyone can learn how to take advantage of this incredibly powerful spreadsheet program. Whether you're keeping a budget, organizing a training log, performing simple calculations or just tracking any kind of information. Skills you can learn include: Creating your first Excel workbook, cell basics, modifying columns, rows and cells, formatting cells, printing workbooks and freezing or locking panes.

PLAY N' LEARN
Learning Through Play at Goodwill®

Goodwill's Play N' Learn Center can offer up to four hours of short term, drop-in care for clients seeking job-related services. Please ask a Job Resource Center team member for more information.

Hands-on Intermediate & Advanced Productivity Tools Courses

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

INTERMEDIATE MICROSOFT WORD

Aug 7 & Aug 9, Nov 6 & Nov 8
9AM - 4PM

Prerequisite: Successfully completed Microsoft Word course or pass assessment test.

This is a course you must have to prepare yourself for a career path in Support Services such as: Customer Service Representative, Sales Representative, Office Clerks, Data Entry, Administrative, etc.

You will learn:

Hyperlinks | Bookmarks | Headers, Footers & page numbers | Watermarks | Tables | Lists | Themes | Styles

ADVANCED MICROSOFT WORD

Aug 14 & Aug 16, Nov 13 & Nov 15
9AM - 4PM

Prerequisite: Successfully completed Microsoft Word Intermediate.

This course is designed for all students who met the pre-requisite and have used Word before who wish to learn:

Columns | Managing breaks | Macros | Protecting documents | WordArt | References | SmartArt | Inserting & formatting images | Drawing & modifying shapes

INTERMEDIATE MICROSOFT EXCEL

Aug 8 & Aug 10, Nov 7 & Nov 9
9AM - 4PM

Prerequisite: Successfully completed Microsoft Excel.

This course will help you with both business and professional requirements, as well as basic day-to-day challenges. Designed for those who met the pre-requisite, have used Microsoft Excel before and want to expand their knowledge.

You will learn:

Importing the contents of a text file | Hyperlinks | Headers, footers & watermarks | Modify rows & columns | Insert data in cells and ranges | Create & modify tables | Filter & sort tables | Format cells & ranges | Formatting cell content

ADVANCED MICROSOFT EXCEL

Aug 15 & Aug 17, Nov 14 & Nov 16
9AM - 4PM

Prerequisite: Successfully completed Intermediate Microsoft Excel.

This course is designed for those who met the prerequisite, have used Excel before and want to gain a solid understanding of the most powerful features in Excel.

You will learn:

Data validation | Formulas & functions | Conditional logic | Creating charts | Inserting and formatting objects

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.