



Goodwill University offers FREE courses that cover a variety of topics to help make you more competitive for today's workforce. For more information, call 704-372-3434 or visit [goodwillsp.org](http://goodwillsp.org). All courses listed on this sheet are offered at the Leon Levine Opportunity Center on the Goodwill Opportunity Campus, located at 5301 Wilkinson Boulevard in Charlotte.

## How To Register for Courses at the Leon Levine Opportunity Center

- 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.

## Hands-on Basic Computer + Employability Skills Courses

### COMPUTER BASICS

**Every other Monday, 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

**Every other Thursday, 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

**Every other Friday, 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

**Every other Tuesday, 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

**Every other Thursday, 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

**Every other Monday, 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.



# Hands-on Intermediate & Advanced Productivity Tools Courses

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

## INTERMEDIATE MICROSOFT WORD

### 9 AM- 4 PM

Tues., Jan. 29	Tues., July 30
Tues., Feb. 26	Tues., Aug. 27
Tues., Mar. 26	Tues., Sept. 24
Tues., Apr. 23	Tues., Oct. 22
Tues., May 21	Tues., Dec. 3
Tues., June 18	

**Prerequisite:** Successfully completed Microsoft Word course or pass Word Digital Literacy Test.

This course will help you learn how to use Word for basic day-to-day challenges. Designed for those who have used Word before and want to expand their knowledge.

**You will learn:**

Hyperlinks, Watermarks, Lists, Themes and Styles.

## ADVANCED MICROSOFT WORD

### 9 AM- 4 PM

Wed., Jan. 30	Wed., July 31
Wed., Feb. 27	Wed., Aug. 28
Wed., Mar. 27	Wed., Sept. 25
Wed., Apr. 24	Wed., Oct. 23
Wed., May 22	Wed., Dec. 4
Wed., June 19	

**Prerequisite:** Successfully completed Microsoft Word Intermediate.

This course is designed for those who have basic Microsoft Word proficiency and want to gain a solid understanding of the most powerful features in Word.

**You will learn:**

Columns, Inserting & formatting images, Drawing & modifying shapes, Headers, footers & page numbers, Tables.

## INTERMEDIATE MICROSOFT EXCEL

### 9 AM- 4 PM

Thurs., Jan. 31	Thurs., Aug. 1
Thurs., Feb. 28	Thurs., Aug. 29
Thurs., Mar. 28	Thurs., Sept. 26
Thurs., Apr. 25	Thurs., Oct. 24
Thurs., May 23	Thurs., Dec. 5
Thurs., June 20	

**Prerequisite:** Successfully completed Microsoft Excel course or pass Microsoft Excel Digital Literacy Test.

This course will help you learn how to use Microsoft Excel for basic day-to-day challenges. Designed for those who have used Excel before and want to expand their knowledge.

**You will learn:**

Hyperlinks, Headers, footers, Modify rows & columns, Insert data in cells and ranges, format cells & ranges, and Creating Charts.

## ADVANCED MICROSOFT EXCEL

### 9 AM- 4 PM

Fri., Feb. 1	Fri., Aug. 2
Fri., Mar. 1	Fri., Aug. 30
Fri., Mar. 29	Fri., Sept. 27
Fri., Apr. 26	Fri., Oct. 25
Fri., May 24	Fri., Dec. 6
Fri., June 21	

**Prerequisite:** Successfully completed Intermediate Microsoft Excel.

This course is designed for those who have basic Microsoft Excel proficiency and want to gain a solid understanding of the most powerful features in Microsoft Excel.

**You will learn:**

Data validation, Formulas & functions, and Conditional Logic.

### 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.

### Play N' Learn

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

