

## COMPUTER TRAINING



## CAREER TRAINING

**Goodwill Industries 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.**

#### **Electronic Communication**

Introduces the essential skills for communicating in the Technology Age. Includes navigating the internet, opening an e-mail account, managing your mailbox, mail composition, replying, and attaching file. **Cost: 35.00**

**Goodwill Industries Career Training** - is designed to provide individuals with marketable and necessary tools to gain and maintain employment. These classes are intended to provide job seekers with skills to aid in the search for employment and tools to help with job retention and advancement. Classes are interactive with PowerPoint presentations and handouts for future reference.

### CAREER WORKSHOP DESCRIPTIONS

#### **Career Management Skills Modules**

Employers have identified the following "career management skills" as basic traits desired in job candidates: strong work ethic; positive attitude; independence and initiative; and self-presentation. The Career Management Skills Training Modules are designed to help today's workforce develop these desired qualities. The modules are to be taught independently of each other.

#### **Module 1 - Career Skills**

Participants will conduct self-assessments to identify interests, aptitudes, and skills sets to aid in developing and implementing a career path.

#### **Module 2 - Interpersonal Skills**

Participants will improve their ability to build successful relationships within a business environment by communicating respect for others and reducing conflict

#### **Module 3 - Work Ethics**

Participants will understand and appreciate the importance of work ethic and personal control in the work environment.

#### **Module 4 - Communication**

Participants will learn, understand, and practice effective communication skills for the workplace.

#### **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.

#### **Money Management**

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

### GOODWILL TEMPORARY SERVICES

**Goodwill Staffing Solutions (GSS)** An in-house agency dedicated to opening doors for individuals through temp and temp-to-perm job placements. Register at **any Richmond area** Goodwill Community Employment Center. Ask to see our GSS Board for current posting.

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

**Brookhill**  
5270 Chamberlayne Road  
Richmond, VA 23227  
(804) 261-0091  
Ext. 2706

**Virginia Workforce Center at  
F.I.R.S.T Contractors, Inc.**  
2300 N. Lombardy Street  
Richmond, VA 23220  
(804) 321-5690

**Mechanicsville**  
7147 Brandy Run Drive  
Mechanicsville, VA 23111  
(804) 417-6721

**Richmond**  
6301 Midlothian Turnpike  
Richmond, VA 23225  
(804) 675-9910

**Petersburg**  
65 Crater Circle  
Petersburg, VA 23805  
(804) 451-1773

**Portsmouth**  
313 High Street  
Portsmouth, VA 23704  
(757) 499-3824

*Goodwill Community Employment Centers are operated by Goodwill Industries, Inc. an equal opportunity program/employers (EOE). Auxiliary aids and services are available upon request to individuals with disabilities.  
**Goodwill CEC is accessible to persons with disabilities.***

**Center Hours**  
**Monday- Thursday**  
 9:00 AM – 4:00 PM  
**Friday**  
 9:00 AM – 1:00 PM

*Calendar subject to change without notice*

# Portsmouth EMPLOYMENT CENTER

**July 2009**

**Contact Information**  
 313 High Street  
 Portsmouth, VA 23704  
 Phone: (757) 499-3824  
 Fax: (757) 499-3825  
[sslange@goodwillvirginia.org](mailto:sslange@goodwillvirginia.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.



**COMPUTER CLASS SCHEDULE**

*See back of calendar for class descriptions and cost*

**MICROSOFT WORD (16 HOURS)**  
 JULY 14- JULY 30  
 TUESDAY & THURSDAY  
 2:00-4:00

**MICROSOFT EXCEL (16 HOURS)**  
 AUGUST 4-AUGUST 20  
 TUESDAY & THURSDAY  
 2:00-4:00



**KEYBOARDING**  
 ONGOING CLASSES

*Call or visit for registration information*

**Virginia Employment Commission**  
**Leona Martinez**  
 Call for July Office Hours

**Support Muscular Dystrophy**  
**July 30, 2009**  
 Come See Sheryl Lange being arrested at for the Cause at 10:00  
 313 High Street Portsmouth

**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!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
<div style="border: 1px solid black; padding: 10px; background-color: #e0e0e0;"> <p><b>“Shoot for the moon and if you miss you will still be among the stars.”</b>  <i>Les Brown</i></p> </div>			<b>INTRODUCTION TO INTERNET AND EMAIL BASICS</b> 9:00 AM – 12:00 PM	<b>Center Closed in Observance of Independence Day</b>
6	7	8	9	10
<b>Resume Writing Workshop</b> 10:00 AM - 12:00 PM				
	14	15	16	17
	<b>Interviewing Techniques</b> 10:00 AM – 12:00 PM	<b>INTRODUCTION TO INTERNET AND EMAIL BASICS</b> 9:00 AM – 12:00 PM		<b>Center Closed for Staff Development</b>
20	21	22	23	24
<b>Ex-Offender Re-Entry Workshop</b> 10:00-12:00 2:00-4:00	<b>Resume Writing Workshop</b> 10:00 AM - 12:00 PM		<b>Non Verbal Communication Workshop</b> 10:00-12:00 <b>Conflict Resolution Workshop</b> 1:00-3:00	
27	28	29	30	31
	<b>INTRODUCTION TO INTERNET AND EMAIL BASICS</b> 9:00 AM – 12:00 PM		<b>Muscular Dystrophy Executive Lock-Up</b> <b>WAVY Studios</b> 10:00-12:00	

*See back of calendar for workshop and class descriptions*