

Some classes are multi-day courses. Attendance is required for all days of these courses

Temple Job Connection September 2019



**Heart of Texas
Goodwill Industries, Inc.**
Serving the community since 1955



4108 S.31st St, Ste. A, Temple, TX 76502

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Labor Day Offices Closed	3	4	5	6 Parenting Class 2:45pm-4:45pm (Session 1)
9 Computers for Beginners: Intro to Computers 10:00 pm – 12:00 pm Microsoft Word 2013 (Day 1) 1:00pm-3:00pm	10	11 Microsoft Word 2013 (Day 2) 1:00pm-3:00pm	12	13 Computers for Beginners: Intro to Internet 10:00 pm – 12:00 pm Parenting Class 2:45pm-4:45pm (Session 2)
16 Microsoft Word 2013 (Day 3) 1:00pm-3:00pm	17	18 Microsoft Word 2013 (Day 4) 1:00pm-3:00pm	19	20 Parenting Class 2:45pm-4:45pm (Session 3)
23 Computers for Beginners: Intro to Email 10:00 pm – 12:00 pm Microsoft Word 2013 (Day 5) 1:00pm-3:00pm	24	25 Microsoft Word 2013 (Day 6) 1:00pm-3:00pm BBVA Financial Literacy 6:00 pm – 7:30 pm	26	27 Parenting Class 2:45pm-4:45pm (Session 4) Microsoft Word 2013 (Day 7) 1:00pm-3:00pm
30 Microsoft Word 2013 (Day 8) 1:00pm-3:00pm		31 TEMPLE JOB CONNECTION BUSINESS HOURS: Mon, Wed, Fri 9:00am – 5:30pm	Check us out on Facebook! 	

Call us at 254-773-6424 for more information! Text **hotgoodwill** (one word) to **22828** to subscribe to our monthly newsletter!



Free Job Readiness Classes

Job Opportunity Boot Camp (JOB-C)

JOB-C provides training on the skills you need to land the job you want. This week-long intensive workshop will cover job search, resume writing, interview skills and practice, job dependability and Retention.

Resume Writing

Description: In this class you'll learn how to emphasize your skills and get one step closer to landing the perfect job! Our step by step instructions will help you create a resume that will impress employers and help you get an interview.

Interview Skills

Description: The key to landing your perfect job is self-presentation and interview skills. We'll teach you how to answer difficult interview questions, dress appropriately for interviews, and the steps to take after the interview is done.

Computer Lab Services

Mousing Around Mondays: Brand new to computers? Not ready to sign up for a class just yet? Mousing Around is a tutorial to help you become comfortable using the primary components of a computer. A lab attendant will be available from 9:00 am – 3:00pm every Monday to help guide you.

Job Search & Resume Assistance: Need some guidance as you job search, prepare/update your resume, or have a simple computer question? Our job search and resume assistance time is designed for those who can work on their own but may have a question along the way. A lab attendant will be available to help answer questions and assist most mornings 9:00am – 12:00pm.

Individual Appointment: Our specialists are available for individual computer training, resume writing, interview view skills trainings and more. Please schedule an appointment through a specialist or the front desk. We do not accept same day appointments.

Other Classes Offered

GED/ESL Classes are available at no cost every Tuesday & Thursday from 5:00pm–8:00 pm. These classes are taught by McLennan Community College teachers and volunteers. For more information please call MCC Adult Education at 254-299-8053

Anger Management: Provides effective ways to manage and explore how this emotion, usually viewed as negative, can be helpful and turned into assertiveness, conflict resolution, faith, problem solving, empathy, and forgiveness.

*To sign up contact Betty Armstrong at 214-560-8245

Computers for Beginners

Intro to Computers

Description: Having trouble understanding all the functions on your computer? Our Intro to Computers course will help you navigate the keyboard commands and computer functions to help you feel comfortable using a computer in the workplace and at home.

Intro to Internet

Description: Need help navigating the internet? We will teach you common internet words, how to navigate the internet, use a search engine, and apply for jobs online.

Intro to Email

Description: Do you need to create an email address or learn more about your email account? This email class will walk you through creating, navigating, and sending appropriate emails.

Intro to Internet Safety

Description: Are you looking for guidance about using the internet and staying safe? This class will cover common terms, threats and ways to stay safe while utilizing the web.

***Registration required. Please contact MCC Continuing Education at 254-299-8888**

Other Computer Classes

Intro to Microsoft Word

Description: This class introduces participants to the various features of Microsoft Word. Participants will learn how to create, modify, and save Word documents.

Intro to Microsoft Excel

Description: This class provides an introduction to various Microsoft Excel features including: basic data entry, formatting, and formula manipulation.

Intro to PowerPoint

Description: This class introduces the Microsoft PowerPoint layout and features while allowing participants hands on experience of creating their own creative presentation.

Intermediate Month Long Classes:

Basic Workplace Computer Skills: Mon, Wed, Fri from 3:00 pm – 5:00 pm

Microsoft Word 2010: Mondays & Wednesdays from 5:30 pm – 7:30 pm

Microsoft Excel 2010: Tuesdays & Thursdays from 5:30 pm – 7:30 pm

***To Register for Continuing Ed classes, please call 254-299-8888. Each course is \$10**

For more information on any of the classes, please see the Job Connection Center Classes & Events Calendar or contact us @ (254) 753-7337