

# AUGUST 2024

In-Person CLASS LOCATION

\*\*REGISTRATION REQUIRED FOR ALL CLASSES\*\*

SUN	MON	TUES	WED	THUR	FRI	SAT
4	5 Career Compass N: Career Exploration 1:00 pm - 2:15 pm Internet Basics 2:30 pm - 3:30 pm	6 Career Compass E: Resume/Applying 1:00 pm - 2:15 pm Job Search Support 2:30 pm - 3:30 pm	7 Career Compass S: Interview/Soft Skills 2:00 pm - 3:30 pm	8 Stress Management 2:00 pm - 3:30 pm	9 Career Compass W Your New Job 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	10
11	12 Excel for Beginners 9:30 am - 11:00 am Professional First Impressions 11:30 am - 12:30 pm	13 Excel for Business Professionals 9:30 am - 11:00 am Communication Skills 11:30 am - 12:45 pm	14 Microsoft Word 9:30 am - 10:45 am Microsoft PowerPoint 11:00 am - 12:15 pm	15 Career Compass E: Resume/Applying 2:00 pm - 3:15 pm	16	17
18	19	20 Microsoft Windows: File Explorer 9:30 am - 10:45 am Office Hours 11:00 am - 12:00 pm	21 Internet Basics 12:30 pm - 1:30 pm Excel for Beginners 2:00 pm - 3:30 pm	22 Resiliency 9:30 am - 11:30 am Office Hours 11:45 am - 12:45 pm	23 Excel Advanced: Data Validation 9:30 am - 11:00 am	24
25	26 Intro to Coding 1:00 pm - 2:15 pm Coding Workshop 2:30 pm - 3:30 pm	27 Critical Thinking with Excel 2:00 pm - 3:30 pm	28 Microsoft Word 1:00 pm - 2:15 pm Microsoft PowerPoint 2:30 pm - 3:45 pm	29 Money Management 9:30 am - 10:30 am Stress Management 11:00 am - 12:30 pm Excel Advanced: Pivot Tables 2:30 pm - 4:00 pm	30	31

@  
6001 LOMAS BLVD NE

@  
6001 LOMAS BLVD NE

@  
6001 LOMAS BLVD NE

@  
6001 LOMAS BLVD NE

TO REGISTER FOR CLASS: SCAN QR CODE BELOW...OR GO ONLINE to [www.goodwillnm.org/events...](http://www.goodwillnm.org/events...)OR CALL 505.314.1875...OR EMAIL [cweaver@goodwillnm.org](mailto:cweaver@goodwillnm.org) FOR ASSISTANCE.

**DIGITAL LEARNING SKILLS**

**EXCEL FOR BEGINNERS:** Intro to Excel that covers basics functions: formatting, formulas, & more.

**EXCEL FOR BUSINESS PROFESSIONALS:** Workshop intro to spreadsheet features including sorting, formatting, filtering & basic formulas.

**EXCEL ADVANCED-DATA VALIDATION:** Next level look at VLOOKUP, WEEKDAY, SUMIFS, "absolute vs relative" cells & data validation.

**EXCEL ADVANCED-PIVOT TABLES:** In-depth review of PivotTable construction & use.

**CRITICAL THINKING WITH EXCEL:** Overview of the skills needed to use Excel well. This class focuses more on assorted mental skills and analysis skills than on Excel skills.

**MICROSOFT WINDOWS-FILE EXPLORER:** Learn to navigate Windows OS and how to download, upload, save, organize & find files.

**MICROSOFT-POWERPOINT:** Learn to design & animate slides & play/save presentations.

**MICROSOFT-WORD:** Learn how to layout, format & save documents as well as spellcheck, spacing & inserting images/shapes.



LEARN.  
GROW.  
SUCCEED.

**DIGITAL LEARNING SKILLS**

**INTERNET BASICS:** Learn about the internet, search engines, browsers, & online safety.

**INTRO TO CODING:** Programming overview of JavaScript, Python & web development.

**CODING WORKSHOP:** Fun coding games to build coding skills in JavaScript & Python.

**HEALTH & WELLNESS SKILLS**

**STRESS MANAGEMENT:** Detailed look at causes of stress & strategies to overcome. Stress Less.

**LIFE SKILLS**

**MONEY MANAGEMENT:** Financial literacy class on paychecks, budgets, expenses & credit.

**RESILIENCY:** In-depth look at how to withstand & recover from the difficulties of life.

**COMMUNITY CAREER FAIR on 8/22/24**  
at 5000 San Mateo Blvd NE 1 pm-3 pm  
(in building next to/south of the Sonic Drive in)  
Meet hiring managers ...get valuable job leads!

**EMPLOYMENT SKILLS**

**Career Compass Employment Skills Series:**

**N/CAREER EXPLORATION:** Explore career interests, identify skills, analyze potential jobs via SWOT.

**E/RESUME & APPLYING:** Create/improve resume and learn how to apply to jobs online.

**S/INTERVIEW & SOFT SKILLS:** Best practices in interviewing & professional communication.

**W/YOUR NEW JOB:** Building relationships, good attitude, knowledge & behavior skills at work.

**COMMUNICATION SKILLS:** Key skills for success in life/work, adaptability & leadership.

**PROFESSIONAL FIRST IMPRESSIONS:** Use of time management, appearance, words & body language for a good first impression

**JOB SEARCH SUPPORT:** Drop-in space for students to meet with GS Instructor on questions regarding job searches, applying for jobs online, resumes and resources.

**OFFICE HOURS:** Drop-in space for students to meet with GS Instructor on questions regarding classes, or for follow-up support.

TO REGISTER FOR CLASS: SCAN QR CODE BELOW...OR GO ONLINE to [www.goodwillnm.org/events...](http://www.goodwillnm.org/events...)OR CALL 505.314.1875...OR EMAIL [cweaver@goodwillnm.org](mailto:cweaver@goodwillnm.org) FOR ASSISTANCE.