

SEPTEMBER 2024

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

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

In-Person
CLASS
LOCATION

SUN	MON	TUES	WED	THUR	FRI	SAT
1 LABOR DAY		3 Career Compass N: Career Exploration 1:00 pm - 2:15 pm Internet Basics 2:30 pm - 3:30 pm	4 Career Compass E: Resume/Applying 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	5 Career Compass S: Interview/Soft Skills 1:00 pm - 2:15 pm Stress Management 2:30 pm - 3:30 pm	6 Career Compass W Your New Job 2:00 pm - 3:30 pm	7
8	9	10	11	12	13	14
15	16 Microsoft Windows: File Explorer 9:30 am - 10:45 am Excel for Beginners 11:00 am -12:30 pm	17 Communication Skills 9:30 am - 10:45 am Excel for Business Professionals 11:00 am- 12:30 pm	18 Resiliency 1:00 pm - 2:30 pm	19 Microsoft Word 9:30 am - 10:45 am Microsoft PowerPoint 11:00 am -12:15 pm	20 Excel Advanced: Data Validation 9:30 am - 11:00 am	21
22	23 Internet Basics 1:00 pm - 2:15 pm Money Management 2:30 pm - 3:30 pm	24 Excel for Beginners 11:30 am -1:00 pm Stress Management 1:30 pm- 3:00 pm	25 Critical Thinking with Excel 2:30 pm - 4:00 pm	26 COMMUNITY CAREER FAIR 5000 San Mateo Blvd NE 1 pm-3 pm Meet hiring managers get valuable job leads!	27 Excel Advanced: Pivot Tables 2:30 pm - 4:00 pm	28
29	30					

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6001 LOMAS BLVD NE

NO CLASSES THIS WEEK

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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.
APP DEVELOPMENT: Intro to app coding, a look at iOS and Android, plus interactive learning.
VIDEO GAME DEVELOPMENT: Intro to creating video games and using game engines

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.

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.