

# OCTOBER 2024

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

In-Person CLASS LOCATION

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

@  
6001 LOMAS BLVD NE

@  
6001 LOMAS BLVD NE

@  
5000 SAN MATEO BLVD NE

@  
5000 SAN MATEO 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.

**APP DEVELOPMENT:** Intro to app coding, a look at iOS and Android, plus interactive learning

**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.

**STRESS MANAGEMENT WORKSHOP:** Discover meditative/other practice to relieve stress

**PRODUCTION ASSISTANT 2-DAY TRAINING  
OCT 12 - 13 FROM 9 AM - 5 PM - APPLY ONLINE  
[goodwillnm.org/production-assistant-training.html](http://goodwillnm.org/production-assistant-training.html)**

**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

**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.

**RESILIENCY WORKSHOP:** Discover tools to develop plan to strengthen resiliency skills

**THINKING CRITICALLY:** Become better thinkers. Build analytical skills/determine info validity

TO REGISTER FOR CLASS: SCAN QR CODE ABOVE...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.