Learning Center Classes & Events
March 2017

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

1700 South New Road Waco, TX 76711

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WACO LEARNING CENTER BUSINESS HOURS: M-F, 8:00am – 4:30pm	**Check us out on Facebook!** Like us on Facebook	**1** Job Search & Resume Assistance 9:00 am – 12:00 pm	**2** Job Search & Resume Assistance 9:00 am – 12:00 pm	**3** Job Search & Resume Assistance 9:00 am – 12:00 pm
6 Mousing Around Mondays Basic Workplace Computer Skills 3:00pm – 5:00pm	**7** Job Search & Resume Assistance 9:00 am – 12:00pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**8** Job Search & Resume Assistance 9:00 am – 12:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm	**9** Job Search & Resume Assistance 9:00 am – 12:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**10** Job Search & Resume Assistance 9:00 am – 12:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm
13 Mousing Around Mondays Basic Workplace Computer Skills 3:00pm – 5:00pm	**14** Job Search & Resume Assistance 9:00 am – 12:00 pm **Computer Basics** 1:00 pm – 3:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**15** Job Search & Resume Assistance 9:00 am – 12:00 pm **Internet** 1:00 pm – 3:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm	**16** Job Search & Resume Assistance 9:00 am – 12:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**17** Job Search & Resume Assistance 9:00 am – 12:00 pm **Email** 1:00 pm – 3:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm
20 JOB-C: Job Search & Resumes 9:00 am – 12:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm	**21** JOB-C: Resumes 9:00 am – 12:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**22** JOB-C: Interview Skills 9:00 am – 12:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm **Intro to Word** 5:30pm – 7:30pm	**23** JOB-C: Mock Interviews 9:00 am – 12:00 pm Customer Service Essentials: Day 1 1:00 pm – 4:00pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**24** JOB-C: Mock Interviews 9:00 am – 12:00 pm Customer Service Essentials: Day 2 1:00 pm – 4:00pm Basic Workplace Computer Skills 3:00pm – 5:00pm
27 Mousing Around Mondays Basic Workplace Computer Skills 3:00pm – 5:00pm	**28** Job Search & Resume Assistance 9:00 am – 12:00 pm **Computer Basics** 1:00 pm – 3:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**29** Job Search & Resume Assistance 9:00 am – 12:00 pm **Internet** 1:00 pm – 3:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm	**30** Job Search & Resume Assistance 9:00 am – 12:00 pm **GED & ESL** 5:00 pm – 8:00 pm **Excel 2010** 5:30pm – 7:30pm	**31** Job Search & Resume Assistance 9:00 am – 12:00 pm **Email** 1:00 pm – 3:00 pm Basic Workplace Computer Skills 3:00pm – 5:00pm

Call us at 254-753-7337 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 the following:

Successful Job Search

Description: This class will provide you with the tools necessary to find employers that are hiring in the community. You'll leave knowing where to look for job openings, how to fill out an application, and other helpful tips to use during your job search!

Resume & Cover Letter Prep

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 and cover letter that will impress employers and help you get an interview.

Interview & Self Presentation

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.

Job Dependability & Retention

Description: Do you want your work ethic to be what sets you apart from your coworkers? Learn all about proper business etiquette, how to work cohesively with others in the workplace and everything you need to know to keep your job and become the employee your supervisor notices.

Weekly Job Readiness Workshops
Resume Writing
Interview Skills

*Completion of 1 employability class is required to schedule an individual job search, resume, or interviewing appointment with Learning Center staff

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 – 3:00 pm every Monday to help guide you.

Job Search & Resume Assistance: Need some guidance as you job search and/or prepare/update your resume? A lab attendant will be available every Wed-Fri 9:00 am – 12:00 pm to assist you.

Free Computer Classes

Computer Basics

Description: Having trouble understanding all the functions on your computer? Our computer basics 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.

Internet & E-mail

Description: Need help setting up an e-mail account or navigating the internet? We will teach you to navigate the internet, apply for jobs online, and how to stay connected using email in the workplace and at home.

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.

*Registration required. Please visit the Learning Center to sign up

Other Learning Center Classes

GED/ESL Classes are available at no cost every Tuesday & Thursday from 5:00 pm– 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

McLennan Community College Continuing Education 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 the classes listed above, please see the Learning Center Classes & Events Calendar or contact us @ (254) 753-7337