

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

## Temple Learning Center



# March 2017

4108 S. 31<sup>st</sup> St. Temple, TX 76502

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>TEMPLE LEARNING CENTER</b> <b>BUSINESS HOURS:</b> M-FR, 9:00am – 5:30pm	<b>Check us out on Facebook!</b>  Like us on Facebook	1	2 <u>Resume Writing &amp; Interview Class</u> 10-12pm	3
6 <u>Computer Basics</u> 11:00 am	7 <u>Internet</u> 11:00 am	8 <u>E-mail</u> 11:00 am	9	10
13	14	15 <u>Customer Service Essentials</u> 8:30am – 5:00pm  <u>BBVA: Bank on It</u> 1:00 pm	16	17
20 <u>Computer Basics</u> 11:00 am	21 <u>Internet</u> 11:00 am	22 <u>E-mail</u> 11:00 am	23	24
27	28 <u>Resume Writing &amp; Interview Class</u> 10-12pm	29	30 <u>Intro to Excel</u> 5:00 pm	31

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



# Heart of Texas Goodwill Industries, Inc.

*Serving the community since 1955*



## Free Job Readiness Classes

### 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.

## Computer Lab Services

**Mousing Around:** 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.

**Job Search & Resume Assistance:** Need some guidance as you job search and/or prepare/update your resume? Set up an appointment with a Learning Center staff member today!

## 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

**CPR Certification Class** is \$40, payable via cash or money order ONLY. Must bring valid ID and payment. Registration is REQUIRED. Offered at the Belton Learning Center

*For more information on the classes listed above, please see the Learning Center Classes & Events Calendar or contact us @ (254) 773-6424*