

**A brighter future
begins at Goodwill**

time to goodwill



Current Classes Offered

goodwillnwc.org

Workplace Computer Skills (Fee Waived or \$180)

This course prepares students for the technological demands of the current workplace. Students will learn how to create resumes, apply for jobs, and function successfully in a working environment where computers and other similar technologies are in use. Course work includes keyboarding, word-processing, internet awareness, job search strategies, and more! No previous computer knowledge is required.

June 9 - August 11 | T/TH | 9am - 12pm

Notary Public Education (\$80)

This course is designed to provide instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical and procedural requirements of the Notary Act. Upon completion of this course with a passing exam grade of at least 80%, a person is eligible to apply with the NC Secretary of State office. Participants must be at least 18 years of age and have a high school diploma or equivalent.

June 20 & 22 | M/W | 6:30pm - 9:30pm

August 22 & 24 | M/W | 6:30pm - 9:30pm

Pathways to Office Administrative Specialist (Fee Waived or \$70)

The curriculum framework is based on the position of Office Administrative Specialist and includes the following topics: career exploration, entry-level skills development and soft skills. Sign up today to explore this career and find out if it's right for you!

June 13 - August 22 | M/W | 6pm - 8pm

In partnership with:

DCCC
THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

Goodwill Career Connections

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Classes continued

Plus50: Tech Awareness (Fee Waived or \$70)

The focus of this course will be on digital media as it relates to job searching and networking strategies. Students will learn how to stay connected on the go with devices such as iPad, tablets and smart phones and how to utilize these resources in their job search.

June 8 - June 17 | W/F | 10:00am - 12:30pm

Medical Office Secretary (\$180)

This course is geared to assist those interested in a medical office administrative position. Students will obtain the skills needed for success in an entry level position as an administrative assistant. While this course is not intended to be considered comprehensive, topics covered will include medical office procedures, legal and ethical aspects of the job, training on MediSoft computer software, and other critical success factors for employment in this growing field. In addition to the industry-specific training you will receive in this class, students will also prepare for and take the Career Readiness Certificate (CRC) for free - \$30 value. Textbook is provided.

June 27 - September 20 | M-Th | 6:00pm - 9:00pm

Electrician's Training (\$180 + \$1.25 Insurance)

This course is designed to cover the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm's law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electric Code will be covered as well. Scholarship money is available to cover the cost of tuition and fees.

August 22 - December 14 | M/W | 5:30pm - 8:30pm



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