

Goodwill® Computer Classes

Advance Your Skills . . . Improve Your Employability

February 2020 Schedule

Roanoke Jobs Campus | 2502 Melrose Avenue, NW

To register for classes, call (540) 581.0620 ext. 1106 or visit www.goodwillvalleys.com.

Pre-registration is required for all classes.

You must take NorthStar Computer Assessments to determine skill level before participating in a class.

Name: _____ Phone: _____

NorthStar Computer Assessments

Dates: 2/3, 2/10, 2/17, 2/24

Time: 10:30am – 12:30pm

Digital Literacy Information Session

This introduction to Goodwill Computer Classes will be held before NorthStar Digital Literacy Assessments. Learn details about each course, receive a custom learning plan, and ask any questions about our updated class structure.

Dates: 2/3, 2/10, 2/17, 2/24

Time: 10am-10:30am

Beginner Computer Skills

Offered as a three-day course, **students must attend every class**. Students will learn about the parts of a computer and how to complete basic tasks.

Dates: 2/4-2/6, 2/18-2/20

Time: 10am-12pm

Intermediate Computer Skills

Offered as a three-day course, **students must attend every class**. Students will gain a deeper understanding of how to navigate a computer and manage files.

Dates: 2/11-2/13, 2/25-2/27

Time: 10am-12pm

Basic Microsoft Word

Offered as a three-day course, **students must attend every class**. Learn how to create, format, and save Word documents.

Dates: 2/18-2/20

Time: 1pm-3pm

Basic Microsoft Excel

Offered as a three-day course, **students must attend every class**. Learn to input data, create charts and graphs, and solve problems using Excel.

Dates: 2/4-2/6

Time: 1pm-3pm

Basic Microsoft PowerPoint

Offered as a three-day course, **students must attend every class**. Learn to create, format, design and present your own PowerPoint presentations.

Dates: 2/11-2/13

Time: 1pm-3pm



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