

DIGITAL SKILLS CLASS OCTOBER 2024



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Need Assistance with Your Resume or Job Search? Join us in Pekin on Mondays from 1-4pm! Call 309-427-8026 for support and guidance. Career Path Assessments 1:00 - 4:00 PM	1 Career Path Assessments 9:00 - 11:30 AM Unsure where to start? Call or text to speak with an Instructor 309-427-8026	2 Using Email Class 1:00-4:30 PM VR Training 1:00 - 4:00 PM	3 Computer Basics Beginner Day 1 8:30 - 12:00 PM Resume / Career Path Assessments 1:00-4:00PM	4 Computer Basics Beginner Day 2 8:30 - 12:00 PM VR Training 1:00 - 4:00 PM Call to arrange a one-on-one session with an instructor from 1:00-4:00 PM 309-339-7326
7 Need Assistance with Your Resume or Job Search? Join us in Pekin on Mondays from 1-4pm! Call 309-427-8026 for support and guidance. Career Path Assessments 1:00 - 4:00 PM	8 Career Path Assessments 9:00 - 11:30 AM Unsure where to start? Call or text to speak with an Instructor 309-427-8026	9 Using the Internet 8:30 - 12:00 PM VR Training 1:00 - 4:00 PM	10 Computer Basics Intermediate Day 1 8:30 - 12:00 PM Resume / Career Path Assessments 1:00-4:00PM	11 Computer Basics Intermediate Day 2 8:30 - 12:00 PM VR Training 1:00 - 4:00 PM Call to arrange a one-on-one session with an instructor from 1:00-4:00 PM 309-339-7326
14 Need Assistance with Your Resume or Job Search? Join us in Pekin on Mondays from 1-4 pm! Call 309-427-8026 for support and guidance. Career Path Assessments 1:00 - 4:00 PM	15 Career Path Assessments 9:00 - 11:30 AM Unsure where to start? Call or text to speak with an Instructor 309-427-8026	16 Resume Assistance 9:00-11:30 AM No classes today! Check our Calendar for what's coming up next!	17 No Resume or Career Path Assessments Today. Check our Calendar for what's coming up next!	18 No Resume or Career Path Assessments Today. Check our Calendar for what's coming up next!
21 Need Assistance with Your Resume or Job Search? Join us in Pekin on Mondays from 1-4 pm! Call 309-427-8026 for support and guidance. Career Path Assessments 1:00 - 4:00 PM	22 Career Path Assessments 9:00 - 11:30 AM Unsure where to start? Call or text to speak with an Instructor 309-427-8026	23 Basics Excel Day 1 9:00-11:30 AM Using the Internet 8:30 - 12:00 PM VR Training 1:00 - 4:00 PM	24 Excel Basics Day 2 9:00-11:30 AM Using Outlook Email 8:30-12:00 PM Resume / Career Path Assessments 1:00-4:00PM	25 Excel Basics Day 3 9:00-11:30 AM Using Outlook Email 8:30-12:00 PM VR Training 1:00 - 4:00 PM Call to arrange a one-on-one session with an instructor from 1:00-4:00 PM 309-339-7326
28 Need Assistance with Your Resume or Job Search? Join us in Pekin on Mondays from 1-4 pm! Call 309-427-8026 for support and guidance. Career Path Assessments 1:00 - 4:00 PM	29 Career Path Assessments 9:00 - 11:30 AM Unsure where to start? Call or text to speak with an Instructor 309-427-8026	30 Using Microsoft Word Day 1 9:00-11:30 AM VR Training 1:00 - 4:00 PM Using Email Class 1:00 - 4:30 PM	31 Using Microsoft Word Day 2 9:00-11:30 AM Resume / Career Path Assessments 1:00-4:00PM	1 Using Microsoft Word Day 3 9:00-11:30 AM VR Training 1:00 - 4:00 PM Call to arrange a one-on-one session with an instructor from 1:00-4:00 PM 309-339-7326

To Register for Digital Skills Classes or Looking for work Please Contact: 309-339-7326



DONATE. SHOP. RECYCLE. COMMUNITY.

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Digital Skills Classes

Computer Basics For Beginners- this class will help you understand how computers operate and helps users become more comfortable using them at home or work. Discussion includes how to set up a computer, the difference between hardware and software, using the mouse, navigation, and the types of computers you can use. Class is offered at the Goodwill Commons. *The class length is 2 days.*

Computer Basics Intermediate - builds upon foundational skills to deepen learners' understanding of essential computer operations and file management. Throughout the course, participants engage in hands-on activities and practical demonstrations to master advanced concepts such as saving files, utilizing the "Save As" function, shutting down computers correctly, and managing file deletion effectively. Class length is 2 days, 3 hours each day

Email & Internet Basics- learn basic skills using email and the Internet. Discussion includes learning how to use common email features and practice proper email etiquette both at home and in the workplace, Internet searches, downloading and uploading files, saving Internet sites and more. Class is offered at the Goodwill Commons. *The class length is one day for three hours.*

Resume 101- this class will help you learn the process of creating a professional resume and afford you the opportunity to set up one with personal support, digital and paper copies provided once it is complete. Class is offered at the Goodwill Commons. *The class length is one day for three hours. Additional time may be scheduled if needed.*

Job Search 101- Gather useful tips and strategies for networking and finding a jobs and begin to see the power of job search websites such as Indeed and more. Learn strategic searches, best practices, and personal support as you navigate in class. This class is offered at the Goodwill Commons. *The class length is one day class for three hours. Additional time may be scheduled if needed.*

Word Basics- this class will help you learn how to use the basic word processing program called Microsoft Word. Discussion includes how to format text, save and share documents, modify line and paragraph spacing, use tables and columns, and to do even more with your documents. Take this class in person or online in the evening. *The class length is three days for two and a half hours.*

Excel Basics- this class will help you learn how to use Microsoft Excel. Discussion includes how to create formulas and charts, use functions, format cells, and do even more with your spreadsheets and workbooks. Take this class in person or online in the evening. *The class length is three days for two and a half hours.*

Advanced Excel - this class will help you learn how to use Microsoft Excel and some of its advanced operations. Discussion includes how to create complex formulas, use pivot tables, grouping/sub totaling/ outlining data, and using the quick analysis tool. Take this class in person or online in the evening. *The class length is two days for three hours.*

Microsoft Outlook- learn the primary email and calendar software from Microsoft. Learn email fundamentals, managing contacts, calendar and meeting management. This is an essential class for individuals wanting professional development. Take this class in person or online in the evening. *The class length is three days for two and a half hours.*

Career Path Assessment- A career path assessment is a process that helps individuals identify their skills, and strengths to find suitable career options.