

# GOODWILL TULSAWORKS

## CAREER ACADEMY

*“Career preparation plus community networking equals successful employment.”*



**PROGRAMS / CONTINUING EDUCATION / DEMAND DRIVEN CAREER CERTIFICATIONS**

**Course enrollment opportunities are available Monday through Friday  
or attend one of our monthly Career Exploration Presentations  
held at 10:00 am on the following 2017 dates:**

<b>January 4</b>	<b>February 1</b>	<b>March 1</b>	<b>March 29</b>
<b>May 3</b>	<b>June 7</b>	<b>July 5</b>	<b>August 2</b>
<b>September 6</b>	<b>October 4</b>	<b>November 1</b>	<b>December 6</b>

**(918) 581•1256**

2800 Southwest Blvd., Tulsa, OK 74107

[www.goodwilltulsa.org](http://www.goodwilltulsa.org) or [www.tulsaworks.org](http://www.tulsaworks.org)



## **ALL CLASSES REQUIRE PRE-REGISTRATION**



**Career Readiness Training:** 1 WEEK (M-Th 9:00am-4:00pm; F 9:00am-12:00pm)

- Job Preparation Class, Matching Skills & Interests with Occupations
- Interviewing Skills, Techniques & Job Search Strategies
- FREE interviewing outfit provided, plus mock interview



**Employment Essentials:** 4 WEEKS (M-F 8:30am-4:00pm)

- Resume, Applicant Tracking Systems, Format/Content, Cover Letters, Reference Page
- Interviewing Theory, Behavioral Questions, Phone/Panel Interviewing, Follow-up
- Personal Branding, Communication, Professionalism, Team Playing, Customer Service



**Workplace Computer Skills:** 4 Tracks Available (M-F 8:30am-4:00pm)

- Word 2013—1 Week
- Excel 2013—1 Week
- PowerPoint 2013—1 Week
- Outlook 2013— 4 Days

**Computer Support Tech:** 7½ Weeks (M-F 8:30am-12:00pm OR 1:00pm-4:30pm)

Preparation for A+ Certification Exam through CompTIA

- IT Fundamentals
- Basic Networking & Windows
- Multimedia & Mobile Computing
- Printers & PC Security



**Private Security Unarmed:** 2 Week Fast Track (M-F 5:30pm-9:30pm)

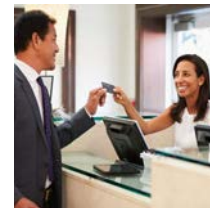
- Private Security - CLEET Phase I & Phase II (UNARMED ONLY)
- Registration Fee—\$50

**Private Security Continuing Education:** 1 Saturday (AM & PM Classes)

- Qualifies for CLEET's Continuing Education requirement—Various topics offered
- 4 hour classes—\$25 Registration Fee Each (8:00am-12:00pm) or (1:00pm-5:00pm)

**Hospitality Training:** 4 WEEKS (M-F 8:30am-4:00pm)

- Front Desk Representative
- Guestroom Attendant
- Banquet/Restaurant Server
- Introduction to Management



**Forklift/Material Handling**

**Operation Training:** 3 Weeks (Sat. Only 8:00am-4:00pm)

- Hands-on fork lift driving experience
- Registration Fee—\$25



**GED Prep Classes:** Mondays, Tuesdays & Thursdays (1:00pm-3:30pm)