Workplace Computer Skills | 2019 Class Schedule

Earn up to 4 certifications through 1 course!

Gain the confidence you need for your career!

OUTLOOK
- Email Management
- Calendar Management
- Task Management
- Contact Management

WORD
- Editing & Formatting
- Inserts
- Page Layout
- Resume Building

EXCEL
- Excel Spreadsheet Basics
- Editing & Formatting
- Formulas
- Conditional Formatting

POWERPOINT
- Editing & Formatting
- Animations & Transitions
- Slide Shows
- Inserting visuals

OPTION 1: DAY COURSE
Monday-Friday
1:00—4:00 PM

OPTION 2: EVENING COURSE
Monday, Wednesday, Friday
6:00—9:00 PM

6-WEEK COURSE

COURSE REQUIREMENTS
- Minimum 17-years-old
- Background Check
- Drug Screen
- High School Diploma or GED
- Proof of 7th Grade Reading Level

GOOGLE SUITE
- Gmail
- Google Docs
- Google Sheets
- Google Slides
- Cloud Storage
- Cloud Sharing
- Google Drive

Enroll in our Workplace Computer Skills course this year!

START DATE	END DATE
January 7	February 15
February 18	March 29
April 1	May 10
May 13	June 21
June 24	August 2
August 5	September 13
September 16	October 25
October 28	December 13

BEGIN ENROLLMENT
By Phone | 918.584.7291
Online | TulsaWORKS.org
In-Person | 2800 SW Blvd., Tulsa, Okla.

At Goodwill TulsaWORKS Career Academy, we envision a community where everyone has the training and opportunities they need to be successful in the workplace, regardless of the barriers to employment they must overcome.

GOODWILL TULSAWORKS CAREER ACADEMY

Certified Training for In-Demand Jobs
Licensed by Oklahoma Board of Private Vocational Schools

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Enroll today!
TulsaWORKS.org | 918.584.7291
2800 SW Blvd., Tulsa, OK 74107