

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



DAYTIME

Monday-Friday
1:00—4:00 PM

EVENING

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

G-SUITE

- Gmail
- Google Docs
- Google Sheets
- Google Slides

Enroll in our Workplace Computer Skills course this year!

START DATE	END DATE
January 7, 2019	February 15, 2019
February 18, 2019	March 29, 2019
April 1, 2019	May 17, 2019
May 20, 2019	June 28, 2019
July 1, 2019	August 2, 2019
August 5, 2019	September 13, 2019
September 16, 2019	October 25, 2019
October 28, 2019	December 20, 2019

ENROLL

By Phone | 918.584.7291

Online | TulsaWorks.org

In-Person | 2800 SW Blvd. Tulsa, Oklahoma

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.



Enroll today!

TulsaWorks.org | 918.584.7291
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