

No-Cost In-Person & Virtual Workforce Readiness Skills Training at Virginia Career Works Fredericksburg Center

10304 Spotsylvania Ave., Suite 100, Fredericksburg, VA 22408

Classes in Spanish every second week of the month.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Basic Computer 1pm-3pm</p>	<p>Internet 10am-12pm</p> <p>.....</p> <p>Email 1pm-3pm</p> <p>.....</p> <p>Resume Writing 3pm-4pm</p>	<p>Word 11am-1pm</p> <p>.....</p> <p>LinkedIn Learning 2pm-3pm</p>	<p>Google Workspace 10am-12pm</p> <p>.....</p> <p>PowerPoint 1:30pm-3:30pm</p>	<p>Excel 11am-1pm</p> <p>.....</p> <p>Job Search Skills 2pm-4pm</p>



Basic Computer

Introduction of various types of devices, demonstration of keyboard functions and more!



Internet & Email

Connect and navigate safely on the Internet. Review the basics of email etiquette, adding attachments, and more!



Microsoft Word

Go beyond the basics and do more with text, formatting documents, page layout features, and more!



Microsoft PowerPoint

Learn the fundamentals needed to create and modify basic PowerPoint presentations.



Microsoft Excel

Create, modify and save worksheets and workbooks, formatting cells, and using simple formulas.



Google Workspace

Organize information using Google Docs, safely using Google Meet, and much more!



Resume Writing

Review resume formats. Develop a resume that successfully presents your skills and work experience.



LinkedIn Learning

Overview and assistance registering for a no-cost LinkedIn license to access any of the 10,000+ free courses to develop in-demand skills needed for today's job market.



Job Search Skills

Overview of effective strategies for approaching and conducting in-person and online job search.

REGISTER TODAY

Call (540) 308-5375 or email
Milagros.Rivera@Fredgoodwill.org
www.fredgoodwill.org