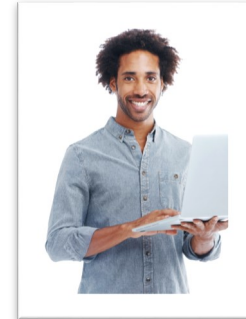


GOODWILL TULSAWORKS

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 from 8:30 am to 4:30
pm. Come by and get signed up today!
New classes start each month.**

(918) 581•1256

2800 Southwest Blvd., Tulsa, OK 74107

www.goodwilltulsa.org or 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: 5 Weeks (M -F 8:30am—4:00pm)

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)

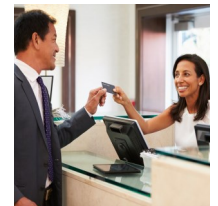
- Private Security - CLEET Phase I & Phase II (UNARMED ONLY)
- **Registration Fee—\$75 (Effective starting 9-1-2017)**

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—\$35 (Effective starting 9-1-2017)**



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