

# Cornelia Career Center Calendar

## September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Virtual Information Sessions</b> <b>Mon and Wed</b> 10:00 am – 11:00 am <b>Tues 6:00 pm</b> <b>Career Drop-Ins</b> <b>Mon – Thurs</b> 11:00 am – 12:00 pm <b>Logon to:</b> <a href="http://www.careerconnector.org">www.careerconnector.org</a> <b>To Register for Virtual Job Fairs and Workshops</b>	<b>Basic Computers</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Onsite Making First Impressions</b> 2:00 pm – 3:00 pm  <b>How to Search the Web Better</b> 2:00 pm – 3:00 pm	<b>Email Basics</b> 1:00 pm – 2:00 pm  <b>Onsite Hiring Event</b> 2:00 pm – 4:00 pm	<b>Dawsonville and Oakwood Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a> <b>Onsite Digital Skills Computer Class</b> <b>Introduction to Computers</b> 10:00 am – 11:00 am <b>Onsite Navigating CareerConnector</b> 1:00 pm – 2:00 pm <b>How to Use CareerConnector For Your Job Search</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm <b>Internet Safety and Ethics</b> 2:00 pm – 3:00 pm	<b>Using Excel to Budget Monthly</b> 10:00 am – 11:00 am	<b>Career Center Closed</b>
<b>Labor Day</b> <b>Career Center Closed</b>	<b>Onsite Georgia Correctional Facility Hiring Event</b> 10:00 am-2:00 pm  <b>Introduction to Word</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Onsite Resume Lab</b> 11:00 am-12:00 pm  <b>Tech Savvy Tips and Tricks</b> 2:00 pm – 3:00 pm	<b>Onsite Preparing for the Interview</b> 1:00 pm – 2:00 pm  <b>Mi Correo Electrónico</b> 1:00 pm – 2:00 pm  <b>Onsite Hiring Event</b> 2:00 pm – 4:00 pm	<b>Aerotropolis Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a> <b>How to Use Google Docs</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm <b>Onsite Using Northstar Assessment</b> 1:00 pm – 2:00 pm <b>Building a Strong Online Portfolio</b> 2:00 pm – 3:00 pm	<b>Onsite Digital Skills Computer Class MS Word</b> 10:00 am – 11:00 am  <b>How to Bank Online</b> 10:00 am – 11:00 am	<b>How to Use Google Docs</b> 10:00 am – 11:00 am

For the latest information on our coronavirus response and opening updates, please visit [goodwillng.org/coronavirus-response](http://goodwillng.org/coronavirus-response).

You can access our services during this time at [www.careerconnector.org](http://www.careerconnector.org) or by calling 1-844-344-WORK Monday – Friday 9:00 a.m. – 5:00 p.m.

All Workshops are Virtual unless noted otherwise. If you do not have internet access you may visit your nearest Career Center to attend virtual job fairs and virtual workshops during regular business hours

Please contact the Career Center before attending classes to reserve your spot and to ensure the course schedule has not changed.

Class schedules are subject to change without notice.

### Hours of Service

Mon-Wed	9:00 am – 5:00 pm
Thur	9:00 am – 7:00 pm
Fri	9:00 am – 4:00 pm

14	<p><b>Onsite Information Session and Career Center Orientation</b> 10:00 am -11:00 am</p> <p><b>Onsite Create a Winning Resume</b> 1:00 pm – 2:00 pm</p> <p><b>Using G-Suite Business Email</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm</p>	15	<p><b>Introduction to Excel</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm</p> <p><b>Onsite Interviewing Lab</b> 11:00 am-12:00 pm</p> <p><b>Maximizing Your Online Search</b> 2:00 pm – 3:00 pm</p>	16	<p><b>Aplicaciones Básicas de Windows</b> 1:00 pm – 2:00 pm</p> <p><b>Onsite Hiring Event</b> 2:00 pm – 4:00 pm</p>	17	<p><b>Smyrna Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a></p> <p><b>How to Use Skype for Business</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm</p> <p><b>Onsite Digital Skills Computer Class MS Excel</b> 10:00 am – 11:00 am</p> <p><b>Time Management and Productivity Tools</b> 2:00 pm – 3:00 pm</p>	18	<p><b>Online Tools to Manage Debt</b> 10:00 am – 11:00 am</p>	19	<p><b>How to Use Skype for Business</b> 10:00 am – 11:00 am</p>
21	<p><b>Onsite Information Session and Career Center Orientation</b> 10:00 am -11:00 am</p> <p><b>Onsite Mock Interviewing</b> 1:00 pm – 2:00 pm</p> <p><b>Using G-Suite Online File Storage</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm</p>	22	<p><b>Introduction to PowerPoint</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm</p> <p><b>Onsite Digital Skills Computer Class Introduction to the Internet</b> 2:00 pm – 3:00 pm</p> <p><b>Developing Technical Skills</b> 2:00 pm – 3:00 pm</p>	23	<p><b>Cómo Usar LinkedIn</b> 1:00 pm – 2:00 pm</p> <p><b>Onsite Hiring Event</b> 2:00 pm – 4:00 pm</p>	24	<p><b>Old National Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a></p> <p><b>Beginner Microsoft 365</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm</p> <p><b>Onsite Basic MS Word</b> 1:00 pm – 2:00 pm</p> <p><b>Improving Your Strategic Thinking</b> 2:00 pm – 3:00 pm</p>	25	<p><b>Online Tools to Save Money</b> 10:00 am – 11:00 am</p>	26	<p><b>Beginner Microsoft 365</b> 10:00 am – 11:00 am</p>

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28	29	30			
<p><b>Onsite Information Session and Career Center Orientation</b> 10:00 am -11:00 am</p> <p><b>Using G-Suite Meeting and Scheduling</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm</p>	<p><b>Learning LinkedIn</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm</p> <p><b>Onsite Georgia Correctional Facility Hiring Event</b> 10:00 am-2:00 pm</p> <p><b>Onsite Create a Winning Resume</b> 1:00 pm – 2:00 pm</p> <p><b>Tech Savvy Tips and Tricks</b> 2:00 pm – 3:00 pm</p>	<p><b>Cómo Usar Excel Básico</b> 1:00 pm – 2:00 pm</p>			

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