

Pleasant Hill Career Center Calendar

September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Virtual Information Sessions Mon and Wed 10:00 am – 11:00 am Tues 6:00 pm Career Drop-Ins Mon – Thurs 11:00 am – 12:00 pm Logon to: www.careerconnector.org To Register for Virtual Job Fairs and Workshops	Basic Computers 10:00 am – 11:00 am 1:00 pm – 2:00 pm How to Search the Web Better 2:00 pm – 3:00 pm	Email Basics 1:00 pm – 2:00 pm	Dawsonville and Oakwood Virtual Job Fair 10:00 am – 1:00 pm www.careerconnector.org How to Use CareerConnector for Your Job Search 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm Internet Safety and Ethics 2:00 pm – 3:00 pm	Using Excel to Budget Monthly 10:00 am – 11:00 am	Career Center Closed
Labor Day Career Center Closed	Introduction to Word 10:00 am – 11:00 am 1:00 pm – 2:00 pm Tech Savvy Tips and Tricks 2:00 pm – 3:00 pm	Mi Correo Electrónico 1:00 pm – 2:00 pm	Aerotropolis Virtual Job Fair 10:00 am – 1:00 pm www.careerconnector.org How to Use Google Docs 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm Building a Strong Online Portfolio 2:00 pm – 3:00 pm	How to Bank Online 10:00 am – 11:00 am	How to Use Google Docs 10:00 am – 11:00 am
Using G-Suite Business Email 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	Introduction to Excel 10:00 am – 11:00 am 1:00 pm – 2:00 pm Maximizing Your Online Search 2:00 pm – 3:00 pm	Aplicaciones Básicas de Windows 1:00 pm – 2:00 pm	Smyrna Virtual Job Fair 10:00 am – 1:00 pm www.careerconnector.org How to Use Skype for Business 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	Online Tools to Manage Debt 10:00 am – 11:00 am	How to Use Skype for Business 10:00 am – 11:00 am

For the latest information on our coronavirus response and opening updates, please visit goodwillng.org/coronavirus-response. You can access our services during this time at 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.

Pleasant Hill Goodwill Career Center: 1502 Pleasant Hill Road, Duluth, GA 30096 | 770.564.2447

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

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			Time Management and Productivity Tools 2:00 pm – 3:00 pm		
21 Using G-Suite Online File Storage 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	22 Introduction to PowerPoint 10:00 am – 11:00 am 1:00 pm – 2:00 pm Developing Technical Skills 2:00 pm – 3:00 pm	23 Cómo Usar LinkedIn 1:00 pm – 2:00 pm	24 Old National Virtual Job Fair 10:00 am – 1:00 pm www.careerconnector.org Beginner Microsoft 365 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm Improving Your Strategic Thinking 2:00 pm – 3:00 pm	25 Online Tools to Save Money 10:00 am – 11:00 am	26 Beginner Microsoft 365 10:00 am – 11:00 am
28 Using G-Suite Meeting and Scheduling 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	29 Learning LinkedIn 10:00 am – 11:00 am 1:00 pm – 2:00 pm Tech Savvy Tips and Tricks 2:00 pm – 3:00 pm	30 Cómo Usar Excel Básico 1:00 pm – 2:00 pm		ATTEND AN INFORMATION SESSION FOR START DATES AND FUNDING DETAILS	TRAINING PROGRAMS AVAILABLE AT THIS SITE: FORKLIFT GENERAL EMPLOYMENT HOSPITALITY GOODBIZ

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