

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>How to Search the Web Better</b> 2:00 pm – 3:00 pm	<b>Email Basics</b> 1:00 pm – 2:00 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>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>Introduction to Word</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Tech Savvy Tips and Tricks</b> 2:00 pm – 3:00 pm	<b>Mi Correo Electrónico</b> 1:00 pm – 2:00 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>Building a Strong Online Portfolio</b> 2:00 pm – 3:00 pm	<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
<b>Using G-Suite Business Email</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	<b>Introduction to Excel</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Maximizing Your Online Search</b> 2:00 pm – 3:00 pm	<b>Aplicaciones Básicas de Windows</b> 1:00 pm – 2:00 pm	<b>Smyrna Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a> <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	<b>Online Tools to Manage Debt</b> 10:00 am – 11:00 am	<b>How to Use Skype for Business</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.

**Smyrna Goodwill Career Center:** 3205 South Cobb Dr SE, Smyrna, GA 30080 | 678.766.

### 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

# Smyrna Career Center Calendar

## September 2020

			<b>Time Management and Productivity Tools</b> 2:00 pm – 3:00 pm		
21 <b>Using G-Suite Online File Storage</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	22 <b>Introduction to PowerPoint</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Developing Technical Skills</b> 2:00 pm – 3:00 pm	23 <b>Cómo Usar LinkedIn</b> 1:00 pm – 2:00 pm	24 <b>Old National Virtual Job Fair</b> 10:00 am – 1:00 pm <a href="http://www.careerconnector.org">www.careerconnector.org</a> <b>Beginner Microsoft 365</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm <b>Improving Your Strategic Thinking</b> 2:00 pm – 3:00 pm	25 <b>Online Tools to Save Money</b> 10:00 am – 11:00 am	26 <b>Beginner Microsoft 365</b> 10:00 am – 11:00 am
28 <b>Using G-Suite Meeting and Scheduling</b> 1:00 pm – 2:00 pm 6:00 pm – 7:00 pm	29 <b>Learning LinkedIn</b> 10:00 am – 11:00 am 1:00 pm – 2:00 pm  <b>Tech Savvy Tips and Tricks</b> 2:00 pm – 3:00 pm	30 <b>Cómo Usar Excel Básico</b> 1:00 pm – 2:00 pm		<b>ATTEND AN INFORMATION SESSION FOR START DATES AND FUNDING DETAILS</b>	<b>TRAINING PROGRAMS AVAILABLE AT THIS SITE:</b> ENVIRONMENTAL SERVICES (EVS) <b>FORKLIFT</b> <b>HOSPITALITY</b> <b>LOGISTICS</b> <b>MAINTENANCE</b> TECHNOLOGY CAREER PROGRAM (TCP)

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