

GOODWILL TULSAWORKS

CAREER ACADEMY

(918) 584-7291

2800 Southwest Boulevard

www.goodwilltulsa.org or
www.tulsaworks.org

"Career preparation plus community networking equals successful employment."

2021 TRAINING COURSES

Career Readiness Training

4 Sessions (Fridays 8:30 am—1:00 pm)

- Job Preparation Class, Matching Skills & Interests with Occupations
- Interviewing Skills, Techniques & Job Search Strategies
- Mock Interviews
- **FREE Interviewing Outfit Provided**

Hospitality Training

4 Weeks (M –F In Person & Virtual Classes)

- Front Desk Representative
- Guestroom Attendant
- Banquet/Restaurant Server
- Introduction to Management
- On-Site Training Available

Forklift/Material Handling Operation Training

3 Sessions (Saturdays 8:00am–5:00pm
OR T–Th 8:00 am–5:00 pm)

- Hands-on Forklift Driving Experience
- Sit down & Stand-up Forklift
- Clamp Truck & Steel Drum Grabber
- Forklift Safety & Operating Principles
- **Registration Fee—\$50**



GED Prep Classes:
Tuesdays & Thursdays
(1:00 pm–3:30 pm)

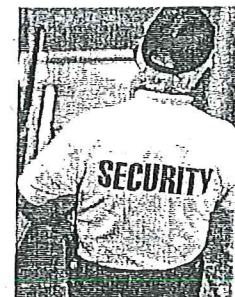
Private Security Unarmed

2 Weeks (M–F 5:30 pm–9:30 pm)

- CLEET Phase I & Phase II (UNARMED ONLY)
- **Registration Fee—\$100**

Private Security Continuing Education

- **Evening Classes** (Select Wednesdays 5:30 pm–9:30 pm)
- **Saturday Classes** (Select Saturdays 8:00 am–5:00 pm)
- **4 hour classes—\$40 Registration Fee Each Class**
- **8 hour classes—\$80 Registration Fee Each Class**
- Qualifies for CLEET's Continuing Education requirement—Various topics



ALL CLASSES REQUIRE PRE-REGISTRATION

Revised 3/9/2021

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2021 TRAINING COURSES

Digital Readiness Training

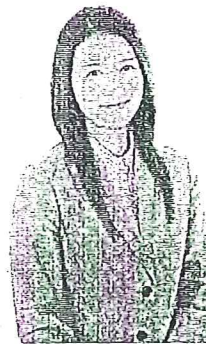
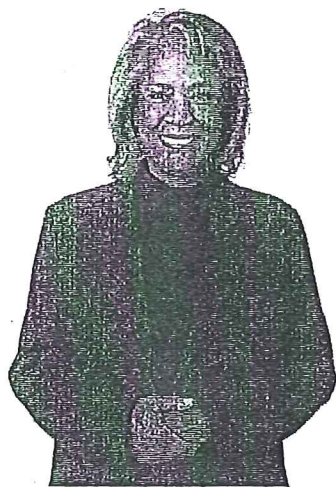
4 Weeks (M – F In Person & Virtual Classes)

- Computer Basics
- Windows 10
- Internet Usage & Safety
- File Management
- Email Basics

IT Fundamentals Training

4 Weeks (M – F In Person & Virtual Classes)

- Basic IT Literacy
- Software & Hardware
- Networking
- Computer & Internet Security
- Backup Basics & Support Concepts



Workplace Computer Skills

6 Weeks (M – F In Person & Virtual Classes)

- Microsoft Outlook & Gmail
- Microsoft Word & Google Docs
- Microsoft Excel & Google Sheets
- Microsoft PowerPoint & Google Slides
- Office 365 & G-Suite

Google IT Support Professional Certification

12 Weeks (M – F In Person & Virtual Classes)

- Technical Support Fundamentals
- The Bits and Bytes of Computer Networking
- Operating Systems and You: Becoming a Power User
- System Administration and IT Infrastructure Services
- IT Security Defense Against the Digital Dark Arts

ALL CLASSES REQUIRE PRE-REGISTRATION

Revised 3/9/2021