



# Gaston County Job Connection Computer Skills Training



“Goodwill’s Computer Skills Training is responsible for my new career in office administration.”

**Patricia**  
Computer Skills Training Graduate

## PROGRAM BENEFITS

- 4-week program to get you ready to go to work fast
- Small class size insures individual attention
- You learn the skills to compete in today’s job market
- Resources of Goodwill’s Job Connection
- Job placement assistance
- Gaston County residents may be eligible to receive WIA funding



## HANDS-ON TRAINING WITH ONE-ON-ONE COACHING

- Basic Essentials of Computer Operations
- Microsoft Word
- Microsoft Excel
- Basic Typing Skills

## EMPLOYABILITY SKILLS TRAINING

- Resume Building
- Using the Internet in a Job Search
- Interview Techniques
- Customer Service Skills



**FOR MORE INFORMATION, PLEASE CALL  
Tracy Wilson at 704-916-1610, ext. 6002**

# Goodwill

Industries of the Southern Piedmont



*Changing Lives through  
the Power of Work!*

Gaston County Job Connection | 412 South Broad St. | Gastonia, NC 28054 | [www.goodwillsp.org](http://www.goodwillsp.org)