

## VOCATIONAL SCHOOL

# Basic Digital Skills

Even with no experience, you can learn job-ready computer skills *now* at Goodwill's Work Opportunity Centers!

## Class & Content

This class is made for those who are new to using computers or need a refresher to gain skills necessary to find a job, take online training courses, or work towards a promotion. In this class, you will learn:

- Internet basics
- Internet navigation tips
- Using email
- Using Microsoft Windows 10
- Introduction to Microsoft Word
- Information literacy
- Typing skills

Highlights include:

- Indeed professional resume review
- Connect with Goodwill hiring team for interested job seekers (must apply)
- Google Education Suite experience
- Job search resources and referrals
- Personal coaching services



## Details & Schedule

**Mon-Thurs 9AM-12PM**

**In-person** attendance is required for all days of this one week class.



Instruction takes place at:  
**Goodwill's  
Longview Work Opportunity Center  
1030 15th Ave., Ste 300  
Longview, WA 98632**

## Registration

To register, scan this QR code to get started!

or

Contact the Goodwill Career Hub:  
**email:** [careerhub@goodwillwa.org](mailto:careerhub@goodwillwa.org)  
**phone:** 253-573-6508

<https://tinyurl.com/Goodwill-Longview>



## Eligibility

- Age 18 or older
- Ability to attend all classes in person

Goodwill offers job training and a host of unique wrap-around support services to meet your needs. From employment and financial coaching, to other social services, we can connect you with what you need before, during, and after your training.

Goodwill of the Olympics & Rainier Region is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. **Washington Relay Service: 711.**

## Spring Schedule 2026

*The course is available on the following dates*

April 6-9

May 4-7

June 1-4

