

The Godman Guild OSU Extension Learning Center computer lab is an approved Certiport testing site, thanks in part to a grant from the Columbus Foundation.

The Godman Guild
 OSU Extension Learning Center
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<http://learningcenters.osu.edu>
www.godmanguild.org

Ohio State University Extension
 & The Godman Guild

A Partnership That Works

Linking the community
 to educational &
 employment opportunities
 through technology.



The Godman Guild offers Adult Basic and Literacy Education (ABLE)/GED classes designed to help individuals reach education goals, whether it's obtaining a GED or improving basic skills.



Ohio State University Extension embraces human diversity and is committed to ensuring that all educational programs conducted by OSU Extension are available to clientele on a nondiscriminatory basis without regard to race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status.

Keith L. Smith, Associate Vice President for Agricultural Administration and Director, Ohio State University Extension
 TDD No. 800-589-8292 (Ohio only) or 614-292-1868

University District OSU Learning Center

Our Mission is to build strong communities and improve the quality of life, and toward that end we work together to use technology training and skill enhancement as a bridge to economic security.



Values

- We value an individualized approach to program delivery and support that shows respect and appreciation of learning styles, cultural and socioeconomic diversity.
- We value strong partnerships.
- We value affordable and accessible programs.
- We value a welcoming and supportive environment that treats all persons with dignity and respect.
- We value serving the community at large and yet targeting the unemployed and underemployed populations.





GED/ABLE

The Godman Guild offers Adult Basic and Literacy Education (ABLE)/GED classes designed to help individuals reach education goals, whether it's obtaining a GED or improving basic skills. GED/ABLE offers a computer-based component as well as classroom-based instruction.

- **Adult Basic & Literacy Education**
- **GED Classroom Instruction**
- **GED Computer Based Instruction**

Computer Training

Godman Guild OSU Extension Learning Center

The Godman Guild OSU Extension Learning Center is a computer lab equipped with state-of-the-art computers with high speed Internet access. The Computers in the open lab are available to walk-ins. Feel free to conduct on-line job searches, look for job placement resources, take an on-line class on your own, practice typing, create an e-mail account, check your e-mail, or work on a creative writing project.

Computer Classes

Classroom instruction is offered in the following disciplines for the purpose of introducing and furthering business computer skills:

- **Keyboarding**
- **Windows XP**
- **Internet**
- **Office XP**

Employment Services

The following employment services provide instruction, assistance, and support needed to be successful in obtaining, maintaining, and upgrading employment:

- **Job Readiness Workshops (e.g. Interview Skills, Resume Writing)**
- **Job Success — a 4-Week Job Readiness Class**
- **Walk-In Employment Services**
- **Job Fairs**
- **Job Placement Assistance**
- **Job Retention Assistance**
- **Mental Health/Chemical Dependency Assessment & Referrals**

Life Skills

Food and Nutrition

Learn to stretch scarce resources, shop for, and prepare food. A Nutrition Specialist offers instruction in healthy eating, food safety, and budgeting for a healthy life-style.

Parenting

Learn to spend quality time with your children. Learn to be patient and nurturing. Learn positive child guidance and time-out techniques and other discipline tools that work, thereby helping your children grow into happy, healthy, and responsible adults. This course is designed to help you learn techniques to improve your relationship with your children through increasing your parenting skills. Learn ways to change your children's negative behavior into more positive behavior; how to effectively listen to and praise your children; and ways to increase the quality of the time you spend with your children.

Dress for Success

Need help with wardrobe, makeup and projecting a professional image? Look no farther. This course will help you dress for success. Learn to dress for the job you want, not the job you have.

Money Management

Having trouble making ends meet? Does your paycheck run out before the end of the month?

Wondering where all your money is going? Need help stretching your dollars? Most people, despite their income, realize money may not always be the answer. More importantly, it's not how much you have, it's how you plan and spend what you do have. Learn how to better manage your dollars, time, and resources. Stop working for your money and let your money work for you.

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