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Contact: Kelly Grose  
kelly.grose@bridgevalley.edu  
304-734-6636

## **Administrative Professional Technology Program Announces Partnership with Goodwill Industries of Kanawha Valley, Inc.**

**South Charleston, WV, February 15, 2016** — The Administrative Professional Technology Program through the Office of Workforce Development at BridgeValley Community and Technical College is pleased to announce its partnership with Goodwill Industries, Inc. to offer free classes at their Prosperity Center in downtown Charleston.

Office Skill Literacy means having some basic knowledge of how to work in a business office. The Office Skill Set is the starting point for real experiences and will enable the student to start his or her college career.

The program will feature six, one-week courses in the following topics: office keyboarding; document processing; Microsoft Word, Excel, and Outlook; and records management. The classes are **FREE** but have limited space. Courses begin February 22 and will run until April 1. Each course will be one week long. To determine eligibility or for more information, contact John Taylor at [jtaylor@Goodwillkv.com](mailto:jtaylor@Goodwillkv.com) or 304.346.0811 ext. 1062.

Michael McAteer, an Instructional Specialist with the Office of Workforce Development, has been tapped to create and teach the courses on site at the Goodwill Prosperity Center on Virginia Street. The courses will be taught Mondays through Thursdays from 9 a.m. to 12 p.m. with testing on Fridays from 9 a.m. to 11 a.m. When the student passes the exit assessment for each course, they will receive one college credit at BridgeValley CTC.

BridgeValley Community and Technical College was founded on March 20, 2014 and serves a six-county region including Fayette, Raleigh, Nicholas, Clay, Putnam and Kanawha counties. The college operates two campuses in Montgomery and South Charleston, along with the addition of the new Advanced Technology Center. BridgeValley awards one-year certificates and two-year associate degrees in many fields including civil, mechanical and electrical engineering technology, business and health management, nursing, dental hygiene, business technology, medical assisting, diesel technology, computer information technology, and welding.

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