



ABLE BEGINNINGS

***DON'T BE LEFT OUT OF THE JOB MARKET!!
YOU GOT THIS!***

6-Week Basic Computer Training in Virtual Classroom

Training Offered through OPERATION ABLE

Take control of your job search and **Take charge** of your computer skills with this instructor-led training program conducted via video conferencing in a virtual classroom environment.

WHAT YOU'LL LEARN:

- Microsoft Word & Excel
- Internet & Email navigation
- Electronic file management
- Apply for jobs online
- Touch typing with daily practice
- How to use ZOOM video conference platform

NEXT CLASS STARTS REMOTELY on 10/19/2020

Most SNAP Recipients Attend FREE

CONTACT:
ABLE BEGINNINGS
PROGRAM MANAGER,
Wayne Jones

774-240-8411



To Learn More, View our

ON-DEMAND INFORMATION SESSION

<https://operationable.net/information-sessions>

CONTACT Wayne Jones,
Program Manager at **774-240-
8411**

wjones@operationable.net

OPERATION ABLE

ACreating
THE PATH TO EMPLOYMENT

Learn more at OperationABLE.net

Operation ABLE is located at: 174 Portland St., 5th FL, Boston MA 02114
Near North Station and TD Garden NOT PRESENTLY OPEN TO THE PUBLIC