Learn

BASIC COMPUTER & JOB SEARCH SKILLS
For BEGINNERS

with ABLE BEGINNINGS

7-Week Basic Computer Training in Instructor-Led Virtual Classroom

MOST SNAP Recipients and SCSEP Participants are ELIGIBLE to Participate

Next Start Date 4/01/24

WEEK 1 (Optional)*
This week is On-Site
BEGINNINGS BOOTCAMP
THE START YOU NEED TO SUCCEED

If you answer NO to any of the following... We urge you to START with this BOOTCAMP

1. Can you open an email on the computer, versus your phone?
2. Do you know how to join a Zoom meeting?
3. Can you do an internet search?
4. Can you use a mouse or a touchpad?

WEEKS 2-7 (Required)
All weeks via ZOOM
WHAT YOU'LL LEARN
GAIN SKILLS AND CONFIDENCE

- **ZOOM** Remote Learning Techniques
- **MICROSOFT APPLICATIONS** - Features, Functions, File Management
  - Basic Microsoft Word and Other Computer Info
- **GMAIL (EMAIL)** - Create, Open, and Send Emails including Attachments
- Keyboarding

ALSO INCLUDED: *Job search techniques including, creating and sending online ATS resumes and cover letters.*

To Learn More
Contact

PATTY BALL
Program Manager
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***WEEK 1** of ABLE Beginnings is an **optional**, **on-site**, **in-person**, basic support class. Participants receive step-by-step instructions on how to log in, email, Zoom, and more. **Together let's build the confidence to succeed.**

📞 **617-542-4180**

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Minutes from North Station and TD Garden.

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Providing Training and Employment Services to Job Seekers since 1982.