

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 6/03/24

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.**



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Operation ABLE Headquarters: 98 North Washington St., Ste. 200, Boston MA 02114 www.OperationABLE.net

Minutes from North Station and TD Garden.

This institution is an equal opportunity provider.

Providing Training and Employment Services to Job Seekers since 1982.

