

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 8/05/24

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

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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.,
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Minutes from North Station and TD Garden.

This institution is an equal opportunity provider.

Providing Training and Employment Services to Job Seekers since 1982.

