

# 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 10/07/24**

### 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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**Minutes from North Station and TD Garden.**

*This institution is an equal opportunity provider.*

*Providing Training and Employment Services to Job Seekers since 1982.*

