

Training Offered
through
OPERATION ABLE

BASIC COMPUTER & JOB SEARCH
TRAINING for BEGINNERS

ABLE BEGINNINGS

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

**MOST SNAP Recipients & SCSEP
Participants ELIGIBLE to Participate**

Take control of your job search and computer skills with this **INSTRUCTOR-LED** training program conducted via Zoom.

WHAT YOU'LL LEARN:

- **Zoom** Remote Learning Techniques
- **Microsoft Windows** - Features, Functions, File Management
- Basic Microsoft Word
- Basic Computer Information
- **Gmail** - Create, Open, and Send Emails including Attachments
- Keyboarding
- **Master Digital Skills** (*Operation ABLE is an authorized Northstar Digital Literacy Assessment site.*)

ALSO INCLUDED:

Job search techniques including, creating and sending online ATS resumes and cover letters.

Next Start Date
12/09/24

**Register for a FREE VIRTUAL INFORMATION
SESSION to Learn More.**

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



Creating

A PATH TO EMPLOYMENT

Give us a call: 617-542-4180



OperationABLE.net

Operation ABLE is located at: 98 North Washington St., Boston MA 02114
Near North Station and TD Garden