

COMPUTER BASICS

For Job Seekers



Students will learn basic computer skills needed for work, school and life. Each student will also receive a workbook and a portable flash drive to transport files. Classroom time is 12 hours total.

Computer Basics Class topics include:

- Creating, editing, naming, saving and moving files
- Keyboard, mouse and trackpad usage
- Navigating the internet
- Tech terms translated
- The Cloud
- Safety



Sessions are ***in-person*** and meet at Gesher Human Services
Tuesdays and Thursdays, January 30 - February 15, 2024
AM Class 10 a.m. - 12 p.m. OR **PM Class** 1 p.m. - 3 p.m.

Six 2-hour sessions, AM OR PM.

Cost of class: \$199. Free for unemployed job-seekers.

Registration is required!

Contact Dave Rotter to sign up: drotter@geshermi.org or 248.233.4243.

Gesher Human Services

29699 Southfield Rd. | Southfield, MI 48076

GESHER
HUMAN SERVICES

For more information, contact **Dave Rotter** at
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geshermi.org