

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 starting Tuesday July 16, 2024 from 10:00 am - noon (**AM Class**) or 1:00 pm - 3:00 pm (**PM Class**).

Six 2-hour sessions, AM or PM Classes.

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

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For more information, contact **Dave Rotter** at drotter@geshermi.org or 248.233.4243.

geshermi.org