COMPUTER BASICS

an introduction to email, keyboarding, and online applications

WHEN:
Classes starting Friday, January 24th and will be held every other Friday through March from 11:30am to 1:00pm

WHERE:
JMRL—Madison Room (3rd Floor)

INFO:
First-come, first served. Registration not required, but limited to 8 participants

This workshop will introduce you to basic computer functions and help you feel more confident using a computer and a variety of internet applications. Topics include:

- Internet—browsers and searches
- Keyboarding—technique and tutorials
- Email—setting up an account and creating and sending emails
- Online Applications—searching for jobs and submitting applications

UPCOMING DATES
Friday, January 24th
Friday, February 7th
Friday, February 21st
Friday, March 6th

All classes will be held from 11:30am to 1:00pm. Laptops will be provided during the training.

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