CareerPoint
PATHWAYS TO WORK

Career Services

Basic Computer Skills Training

Virtual Classes with Technology4Life

JOB SEEKERS

PATHWAYS TO WORK

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Class Schedule October - December 2020

October: Mondays 10-11:30am	
10/5	Computer Basics & Email
10/12	Google Drive & Docs
10/19	Excel Basics (Data Entry and Formulas)
10/26	Word Basics (Resumes and Cover Letters)

November: Thursdays 4-5:30pm	
11/5	LinkedIn
11/12	Zoom
11/19	Computer Basics
12/3	Google Drive & Docs (in December)

December: Mondays 10-11:30am	
12/7	LinkedIn
12/14	Word

Classes are 90 minutes long, registration is first come, first serve, limited to 10 students per class. Classes will be held via Zoom.

To register go to: http://technology4life.org/careerpoint.
After registering you will receive instructions on how to sign up for Zoom as well as the link and password to attend class. You will also be asked to register in CalJOBs.

Deadline to register: No later than 5pm the day before scheduled class.

For class registration questions OR accommodations, contact: Technology4Life at (415) 325-5790 or email: help@technology4life.org

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