

PCAS PRESENTS:

DIGITAL LITERACY, CONNECTIVITY AND INCLUSION INITIATIVE

Free Computers and Digital Literacy Training



Topics that will be covered:

- Understand basic computer terminology
- Perform the basic functions of using a desktop computer, laptop or Chromebook
- Know Google Chrome features and how they are used with a Windows/Linux operating system
- Know basics of MS Office- Word, Excel & PowerPoint, and Google Suite
- Know and use different online meeting platforms- Zoom, Teams, WebEx, etc.
- Use your learned skills to seek employment opportunities
- Improve your computer literacy in current jobs
- Meet a personal goal- create an online profile
- Access other learning opportunities

**SUPPORTING YOU IN YOUR
JOURNEY TO BECOMING
DIGITALLY EMPOWERED!**

**COURSES WILL
RUN FROM
OCTOBER 2022 TO
DECEMBER 2022!**

**CALL US NOW TO
REGISTER FOR THE
PROGRAM:**

 **RIA JOHN**
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 **AGATA CZERWINSKA**
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