

Computer Classes For Job Seekers

Virtual learning for Northern Virginia residents 18 and over.

Computer CORE offers eligible adult students **free** online classes to learn the computer skills and tools needed for career advancement. www.computercore.org

Learn Computer Skills:



- Get used to virtual learning on Zoom and Microsoft Teams
- Become comfortable with keyboard, mouse, internet, and email use
- Learn Microsoft Office 365: Word, Excel, PowerPoint, SharePoint, OneDrive
- Increase knowledge of Google Workspace: Gmail, Google Sheets and Docs
- Certify your skill level with Northstar Digital Literacy Assessments
- When you are ready, move up in Excel, and receive preliminary instruction in Cloud Computing, SQL, and basic coding

Develop Career Strategies:



- Create your Individual Development Plan (IDP)
- Set goals for career advancement
- Write resume and cover letters
- Develop business English language skills, both spoken and written
- Learn and practice effective interview skills, both online and in-person

Sign up here: www.computercore.org/student-interest-form

Placement is currently by hand, based on a phone interview. We do not publicize the schedule on our website. We will contact incoming students to place them into courses that fit their needs, level, and interest—with the goal of helping students increase their ability to get a job, a better job, or a promotion.

