

BASIC Computer & Email Skills for Jobseekers

Learn, practice, and improve your computer skills in a fun and supportive environment

Basic Computer Skills

- Mouse control
- Basic terminology
- Using the keyboard
- Desktop Operations

Email Skills

- Compose emails
- Reply to emails
- Add an attachment to an email
- Learn the importance of using a professional email address



This is a 6-hour, hands-on workshop.
(2 days, 3 hours per day)

NO computer experience required.

To Register for this FREE Workshop, contact the American Job Center Office Nearest You Today

americanjobcenter
EASTERN CT

Danielson • 95 Westcott Road • 860-412-7000

Willimantic • 1320 Main Street, Tyler Square • 860-450-7603

New London • Shaw's Cove Six • 860-439-7670 option 6

Norwich • 113 Salem Turnpike, North Bldg., Suite 200 • 860-859-5777

To learn more about the wide range of workshops available, visit www.ewib.org/workshops#links or www.ct.gov/dol.

Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation.

Please check the monthly calendar for availability.



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