

# COMPUTER BASICS

*For Job Seekers*



Students will learn basic computer skills needed for work, school and life. Each student will also receive a workbook and a portable flash drive to transport files. Classroom time is 12 hours total.

## Computer Basics Class topics include:

- Creating, editing, naming, saving and moving files
- Keyboard, mouse and trackpad usage
- Navigating the internet
- Tech terms translated
- The Cloud
- Safety



Sessions are ***in-person*** and meet at Gesher Human Services Mondays & Wednesdays, March 13 - 29, 2023 from 1 - 3 p.m.

**Cost of class: \$199. Full and partial scholarships are available.**

**Registration is required!**

Contact Dave Rotter, to sign up: [drotter@geshermi.org](mailto:drotter@geshermi.org) or 248.233.4243.

---

**Gesher Human Services**

29699 Southfield Rd. | Southfield, MI 48076

**GESHER**  
HUMAN SERVICES

For more information, contact **Dave Rotter** at [drotter@geshermi.org](mailto:drotter@geshermi.org) or 248.233.4243.

[geshermi.org](http://geshermi.org)