

This training focuses on teaching adult learners the basics of using computers, internet, email, and Microsoft Word.

- Free
- 18 years old +
- In person
 - Project HOME's Honickman Learning Center
 - 1936 N Judson St., 19121
 - <https://g.page/hlcctl?share>
- Schedule
 - January 10, 2022 – February 4
 - No class January 17 & 18
 - Monday – Friday
 - 10:00 am – 1:00 pm
- Text “Computer” to (267) 289-2243 for the application
- Applications are due Friday, December 24, 2021

Apply here <https://bit.ly/3q3uuow>

The application processes

1. The application

- a. Complete the online application on a computer, phone, or tablet

<https://bit.ly/3q3uuow>

2. Screenings (we will reach out to you)

- a. Reading assessment (TABE)
- b. A quick skills assessment

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What will I learn in this training?

- Typing
- Email
 - Advanced email skills
 - Calendar skills
- Office suites
 - Microsoft Office, primarily Microsoft Word
 - Google Docs
- Video chat and collaborative tools
 - Microsoft Teams
 - Zoom
- The Cloud
 - Google Drive
 - Microsoft OneDrive/SharePoint
- Using clock in / cloud out software
- Printing and saving
- Advanced internet search/research
- LinkedIn
- Forms and applications

Project HOME Practical Computer Skills for the Workforce January 2022

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Q: Are there any costs associated with the training?

A: No, it's completely free.

Q: Who is teaching the training?

A: Martin Wiley, Project HOME Adult Learning Lead Instructor

Q: How do I apply?

A: Fill out this Google Form intake application on a computer, phone, or tablet.

<https://bit.ly/3q3uuow>

Q: I'm having trouble with the link. Can you just text it to me?

A: Yes, of course! Just text "Computer" to (267) 289-2243.

Q: How will I know if I got into the training?

A: We will contact everyone who applies.

Q: What if I don't get into the training? What if I miss the deadline?

A: There will be more.

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Q: Will I have to attend every day?

A: Yes. You are required to attend class every day, and you are expected to be on time. Plan to be a little early.

Q: What if I have to work or have an appointment during the training times?

A: You should adjust your schedule before starting the training

Q: What else will be expected of me besides attendance?

A: Participation in class. You are expected to complete classwork, homework, and assessments.

Q: Where can I learn more about Project HOME housing?

A: Check out this guide, for Project HOME, other housing, etc. [Where to Turn updated Jan 4 2021.pdf \(projecthome.org\)](#)