

FREE

WorkOne
Northwest Indiana
americanjobcenter

**DIGITAL
LITERACY
SERIES**

Basic Computer Skills Workshops



Career Search Skills

RESUMES • ONLINE APPLICATIONS • ICC • OPEN LAB FOR LEARNERS

Fridays, March 8, 22 & 29

1:00pm to 2:30pm & 2:30pm to 4:00pm



Computer Basics

ESSENTIAL SOFTWARE • MICROSOFT
GOOGLE DOCS • OPEN LAB FOR LEARNERS

Saturdays, March 9, 16 & 23

9:00am to 10:30am & 10:30am to Noon

— ALSO BY APPOINTMENT UPON REQUEST —

Space is limited. Click the links or call to reserve your space today!



RSVP by calling Jayda at (219) 274-2065
504 Broadway, 4th Floor • Gary, IN
Office (219) 981-1520 Text (219) 312-4015

WORKONE GARY IS OPEN MONDAY THRU SATURDAY

Mondays, Tuesdays, Wednesdays: 8am to 7pm Thursdays: 10am to 7pm

Fridays: 8am to 4:30pm Saturdays: 8am to 12pm



NORTHSTAR

DIGITAL LITERACY ASSESSMENT

Show employers what you know



*The Northstar Basic Computer Skills
Certificates can help you move ahead*

FREE. CONVENIENT. VALUABLE.

ATTEND A WORKSHOP AT WORKONE GARY



**For more information or to sign up for a workshop,
please contact Jayda at jsmith@cwicorp.com or (219) 274-2065.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333; Relay Indiana is 711.
EQUAL OPPORTUNITY OFFICER: Becky Fry, Center of Workforce Innovations, 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383, (219) 248-7488 EO COMPLAINTS EOOfficer@cwicorp.com.



So. Many. Screens.

We can help.

Ask about training for:

Essential Computer Skills

- Basic Computer Skills
- Internet Basics
- Using Email
- Windows
- Mac OS

Essential Software Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

Using Technology in Daily Life

- Social Media
- Information Literacy
- Supporting K-12 Distance Learning
- Career Search Skills
- Your Digital Footprint



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