



Course Topics Include:

- *Getting started*
- *Using computer devices*
- *Operating systems*
- *Using a keyboard effectively*
- *Word processing software*
- *Basic email functions*
- *Basic file management*
- *Using the internet*
- *Exploring social media*
- *Managing personal data*

Computer Basics Class FREE and offered ONLINE!

Computer literacy is critical in today's workforce. BridgeValley's Computer Basics class is a free service offered to registered job-seekers with the Workforce West Virginia Charleston Center. Enrolling is easy. Complete the registration paperwork with a case worker and attend an orientation workshop offered most Thursdays at 11:00 AM. From there, the course can be completed anywhere with computer and internet access. Course completers will receive a certificate documenting success.

Workshops on Thursdays at 11:00 AM

Workforce West Virginia Charleston Center
1321 Plaza East PO Box 2753, Charleston, WV 25330
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