**Basic Computer Skills for Today’s Job Seekers**

**A Free Computer Course at the Valley Christian Center**

**When:** January 9, 12, & 14, 2012, 8:00am to 11:00am

**Where**: Valley Christian Center Computer Lab

1326 W. Hadley

Phoenix, AZ 85007

(602) 258-5163

  

**Course Syllabus**

***About the Class***

In today’s job market, you cannot even apply for a job without basic computer skills because nearly all job applications are now conducted online. For many who lack those skills, this barrier prevents them from attaining employment because they cannot even connect with potential employers. To assist these individuals, the Valley Christian Center is offering a free course addressing the basic computer skills needed to conduct an online job search and complete employment applications over the internet.

***Course Objectives***

At the conclusion of this course, the participants will be able to:

1. Identify and explain key Microsoft Windows-based computer terminology and functions used when conducting an online employment search.
2. Demonstrate the correct application of those computer functions used to integrate internet based resources into their job search.
3. Utilize email in their job search.
4. Apply Microsoft Word software to create documents used in job searches such as resumes, cover letters, employment history data sheets, and follow up correspondence.
5. Access, modify, and save electronic copies of their job search documents on a portable flash drive.

***Who can attend?***

The course is for anyone currently seeking employment who lacks basic computer skills but wants to learn.

***Class Outline and Preview***

***Session #1 – Basic Computer Literacy – Tuesday, January 9, 2012 – 8:00am to 11:00am***

* Introduction to Course - Why do we all need to know how to use a computer?
* Before We Begin - What are the basic components of a personal computer?
* Getting Started – Turning a personal computer on and off correctly.
* Computer terminology – What does what, what’s it called, and what is it used for?
* Using the Internet to Search for Jobs and Applying for Jobs Online
* Creating and Using an Email Account.

***Session #2 – Using MS Word to Create Documents – Thursday, January 12, 2012 – 8:00am to 11:00am***

* Creating an Employment History Datasheet “cheat sheet” to more efficiently complete job applications.
* Creating a Resume – Kinds of resumes, information to include, popular formats
* Creating Cover Letters and Follow Up Correspondence

***Session #3 – Review and Practice Session – Saturday, January 14, 2012 – 8:00am to 11:00pm.***

* Applying what we’ve learned.
* One on one coaching.

***Are there any requirements?***

Students are expected to purchase a USB flash drive for storing their electronic data and documents. These can be purchased at office supply stores and drug stores. Costs vary, but usually a USB drive can be purchased for about $10 - $12.