



Basic Computer Skills for Work Preparedness



Do you want to improve your computer skills? Send and receive emails? Write your own resume? Search the Internet?

Come learn from experts in the field

- Introduction to computers - learn how they work
- Internet basics - learn to surf, search, email
- Office basics - Create correspondence, manage finances, make presentations
- Job Search Skills - Resume writing, Interview skills

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ALPHA FOUNDATION
<http://alpha-fund.org/>



Starts: Saturday, May 2nd, 2009

Length: 4 weeks (3 hours per session)

Time: 3.00pm - 6.00pm

Cost: \$100

Early registration (before 4/25) - \$80



Venue: Metropolitan Ctr. for High Tech. (MCHT)
2727 Second Avenue, Suite 137
Detroit, MI 48201
(near Cass Tech High School)

Registration: (313) 961-9170

