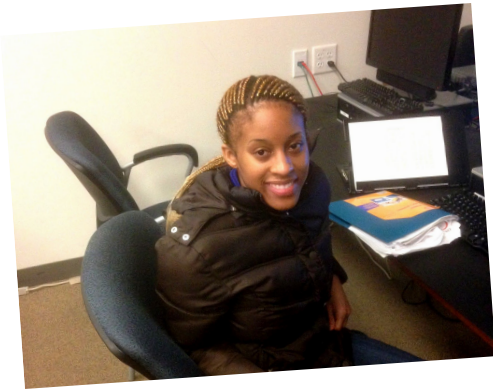# Computer Essentials

Computer Essentials covers basic computer skills and is designed for consumers who have very limited computer experience or significantly out of date skills. This class focuses on basic computer navigation skills and students repeat and practice the essentials so that they can gain confidence and prepare for their future. The class is currently conducted remotely via video conference (VTC/Zoom), and if needed we offer affordable, fast and secure laptops with webcams, with tech support provided.

Some of the benefits of this class include

- **Assess computer skills**
- **Computer skills training**
- **Video conferencing training / technical support**
- **Document creation / email management**
- **Safe computing**

Key Class Features

- Flexible class design caters to those with limited modern computer skills
- Focus on practice and confidence-building with computer use
- Competency with video conferencing
- Troubleshooting consumer's computer system

Key Class Skills

- Windows navigation and management
- Cut, copy and paste between documents
- Internet search, Google Docs / cloud storage and scam avoidance
- Professional communication

Key Details

- New classes start every month
- **Consumers must have a reliable computer with webcam and Internet connectivity**
- Schedule: Monday - Thursday 10am - 1pm;   3 weeks total
- **For referrals and information: admissions@ctpberk.org 510 849-2911 x4003**

CTP's classes are approved by the CA Bureau for Private Postsecondary Education (BPPE)