Computer Skills Bootcamp

Computer Skills Bootcamp covers both professional and computer skills needed for most employment outcomes. Conducted since 2008, this foundation class has evolved to meet the needs of the times and current DOR consumers. The class is currently conducted remotely via video conference (VTC/Zoom), and if needed <u>we offer affordable, fast and secure laptops with webcams, with tech support provided</u>.

Some of Bootcamp's benefits include

- **Assess professional readiness and computer skills**
- **Computer skills training**
- **Coaching on professional skills**
- **Career goal clarification and resume development**
- **Access to Skillsoft's extensive online university**

Key Class Features

- Flexible class design caters to all skills level from beginners to advanced
- Laser-focused on professionalism and job readiness
- Access to Skillsoft eLearning university (1000's of elective classes)

Key Class Projects and Assignments

- Windows navigation and efficiency
- Creative Google Slides presentation (PowerPoint) & Google Sheets personal budget
- Career Research Packet includes draft resume, references sheet, O*Net research, 10-20 current job listings, essential functions of the job, needed tech skills and action plan. Reviewed by our employment specialist.
- Professional Accountability

Key Details

- New classes start every month and Bootcamp is a prerequisite for core training classes
- **Consumers must have a reliable computer with webcam and Internet connectivity**
- Schedule: Monday - Thursday 10am - 1pm;   4 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)