

“NEXT STEP” COMPUTER TRAINING

Information & Application

February 1 through 27, 2012 (session #59)

What is Next Step?

Next Step is an **occupational computer skills training** in the **Microsoft Office Suite** offered by the Employment Services Program of Positive Resource Center. The course teaches the Windows operating system, Internet Explorer browser, MS Word, Outlook, Excel, PowerPoint, and Access. This intensive training occurs from **1:00 PM to 4:00 PM** each afternoon over **18 days** (dates shaded below).

February

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

President's Day Holiday

Date	Time	Curriculum
Feb 1, 2	1 to 4 PM	Windows Operating System
Feb 3, 6	1 to 4 PM	Microsoft (MS) Internet Explorer
Feb 7	1 to 4 PM	MS Outlook
Feb 8, 9, 10, 13, 14	1 to 4 PM	MS Word
Feb 15, 16, 17, (off 20), 21	1 to 4 PM	MS Excel
Feb 22, 23, 24	1 to 4 PM	MS PowerPoint
Feb 27	1 to 4 PM	MS Access & Graduation

What are the benefits?

You will gain confidence, motivation, and highly-marketable technical skills. Participants will learn how to apply concepts, not just software features, to complete office tasks efficiently.

Class size is small (max. of 11) and instruction is hands-on. Students follow demonstrated tasks by doing the same tasks on their own computers. Students can then practice at their own speed during ample lab time. Some individualized tutoring is also available. The course takes place in a supportive and collaborative environment.

What are the eligibility requirements?

- ❑ **You must be an Employment Services Client** of Positive Resource Center. Benefits Counseling clients need a separate intake: ask at Front Desk if you aren't sure.
- ❑ **You must be authorized by the State Department of Rehabilitation (DoR)**
- ❑ Have an immediate need for computer skills for employment
- ❑ Demonstrated motivation and measurable effort to obtain employment
- ❑ Minimum basic computer skills, basic typing ability, and willingness to learn
- ❑ Able to commit to attend all hours of instruction

Application steps:

1. Complete application to the best of your ability.
2. Submit application (pages 3 & 4) via U.S. Mail, Fax, or in-person to the front desk at Positive Resource Center (785 Market Street, 10th Floor, San Francisco, CA 94103) no later than 5:00 PM on **Tuesday, Jan 31, 2011**.
3. Come into PRC for an interview sometime after applying and by **Jan 31**.

How will participants be selected?

As with many training programs, we may receive applications from more eligible people than we have space to accommodate. Please understand that fulfilling all of the eligibility requirements and submitting an application will not guarantee a space in the program.

All candidates who meet the eligibility requirements will be invited in for a brief personal interview and skills assessment sometime prior to 5:00 PM on **Friday, Jan. 13**. The interview will be an opportunity for candidates to explain their interests and concerns, to assess their starting skill level, and to discuss their employment goals.

Please note that while this training was previously available to all Employment Services program clients, it is now **only available for clients with an authorization from the State Department of Rehabilitation (DoR)**. Your employment specialist Scott Gardner, Dennis Reilly, or Christopher Henley can help you with this, or contact the PRC Computer Training Coordinator (and Next Step Instructor) Brian Whitford at:

- brianw@positiveresource.org
- or on his direct line: (415) 972-0805.

Thank you for your interest!

Note: Positive Resource Center (PRC) has two distinct programs that provide client services: the Benefits Counseling Program (a legal services program) and the Employment Services Program. Each program has separate intake procedures and eligibility criteria. The staff of each program provides expertise within their respective area only. Information provided by the Employment Services Program or PRC generally, including all written materials or communications, is not legal advice.

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1. Submit this page and page 4 (keep pages 1 & 2 for yourself) via U.S. Mail, Fax, or in-person (Positive Resource Center, 785 Market St, 10th Fl, San Francisco, CA 94103).
2. Applications must be received by 5:00 PM on **Friday, Jan 13, 2011**.
3. Come into PRC for an interview sometime after applying and by **Jan 13**.

First Name	Last Name	
Address	City	Zip Code
Phone	Other Phone	Email Address

Are you a PRC Employment Services client? yes **(Required)**

Are you in an active employment plan with the State Department of Rehabilitation (D.O.R.)? yes **(Required)**

Are you being "authorized" by your D.O.R. Counselor to receive this "occupational skills training"? yes **(Required)**

Can you commit to **attend all 18 classes, February 1st through 27th, 2012?** yes no

Who is your PRC Employment Specialist? Scott Gardner
 Dennis Reilly
 Joe Ramirez-Forcier (Prog. Mgr.)
 none at this time/don't know

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How often do you use computers?	not often	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	often
How comfortable do you feel using computers?	uncomfortable	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	comfortable
Can you type using all 10 fingers?	<input type="radio"/> yes <input type="radio"/> no		
Do you have an email account?	<input type="radio"/> yes <input type="radio"/> no		
Please check to show if you have had some experience with the following: (select all that apply; not all are required)	<input type="checkbox"/> Mouse basics	<input type="checkbox"/> Windows XP	<input type="checkbox"/> Apple Mac
	<input type="checkbox"/> Web/Internet	<input type="checkbox"/> Windows Vista	<input type="checkbox"/> Attachments
	<input type="checkbox"/> Online Search	<input type="checkbox"/> Windows 7	<input type="checkbox"/> MS Office

1) Next Step intends to increase the ability of people to get employment. What are your plans after completing this program?

2) Please explain how your schedule will allow for your consistent participation in this six-week, three-days-per-week course.

3) Why do you need this computer training program for your personal and professional development? (Include any other information you want us to know about you and your participation in this program.)
