

Digital Literacy for Work Readiness

Free Course for Job Seeker!

Build confidence using computers, internet, and digital tools for employment success!

- Adult learners, immigrants, and English language learners.
- Anyone preparing to enter or re-enter the workforce.

Details:

- 1 hour per week (by appointment)
- In-person, hands on training
- **Where:** OCA Office, 3301 Eagle St. #100. (Anchorage, AK)



Includes Pre/Post Northstar Digital Literacy Assessment



What You will Learn:

- Basic Computers Skills & Internet Safety
- Email for Employment
- Online Job Search (Alaska Jobs, Indeed)
- Resume Writing in Word
- Zoom & Online Interview Practice
- File Management
- Microsoft Office



**By appointment
only**

Questions? Appointments? Reach out to us — we're happy to assist!



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OFFICE OF CITIZENSHIP ASSISTANCE

BUILDING PATHWAYS TO SUCCESS FOR NEW ALASKANS