

# “NEXT STEP” COMPUTER TRAINING

## Information & Application

July 14 to August 27, 2010 (session #48)

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### 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 in downtown San Francisco. The course teaches the Windows operating system, Internet Explorer browser, MS Word, Outlook, Excel, PowerPoint, and Access. This intensive training occurs over **6 weeks** on Mondays, Wednesdays, and Fridays (shaded dates below) from 1:00 PM to 4:00 PM.

August						
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	30	31

  

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	30	31				

Date	Time	Curriculum
July 14, 16, 19	1:00 PM to 4:00 PM	<b>Windows</b> Operating System (Desktop)
July 21, 28	1:00 PM to 4:00 PM	Microsoft (MS) <b>Internet Explorer</b>
July 30	1:00 PM to 4:00 PM	MS <b>Outlook</b>
Aug 2, 4, 6, 9	1:00 PM to 4:00 PM	MS <b>Word</b>
Aug 11, 13, 16, 18	1:00 PM to 4:00 PM	MS <b>Excel</b>
Aug 20, 23, 25	1:00 PM to 4:00 PM	MS <b>PowerPoint</b>
Aug 27	1:00 PM to 4:00 PM	MS <b>Access</b> Overview, 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 12). Instruction is hands-on, with students following demonstrations projected on a screen by doing the same tasks on their own computers. Students can then practice at their own speed during lab time. Some individualized tutoring is also available. The course takes place in a supportive, collaborative environment where students are encouraged not only to seek assistance from the instructor, but also from one another.

## 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 **Monday, July 12, 2010**.
3. Come into PRC for an interview sometime after applying and by **July 14**.

## 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 **Monday, July 12, 2010**. 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 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 Melanie Raygoza can help you with this, or contact the PRC Computer Training Coordinator (and Next Step Instructor) Brian Whitford at:

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

Brian's regular schedule is 9-5 on Mondays, 1-5 on Wednesdays, and 9-5 on Fridays.  
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 **Monday, July 12, 2010**.
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First Name

Last Name

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Address

City

Zip Code

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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?  yes  no **(Required)**

Are you currently seeking employment?  yes  no

Can you commit to **attend all 18 classes**,  
July 14 through August 27, 2010?  yes  no

Who is your PRC Employment Specialist?  Scott Gardner  
 Dennis Reilly  
 Melanie Raygoza  
 none at this time/don't know

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How often do you use computers?	not often	○ ○ ○ ○ ○	often
How comfortable do you feel using computers?	uncomfortable	○ ○ ○ ○ ○	comfortable
Can you type using all 10 fingers?	○ yes      ○ no		
Do you have an email account?	○ yes      ○ 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

(2) The Next Step program is intended to increase the ability of people to obtain employment. What are your plans after completing this program?

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(3) Please explain how your schedule will allow for your consistent participation in this 6-week, 3-days-per-week program.

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(4) 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.)

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