

## Pre-Employment Computer Training

With today's advances in technology, a multitude of employers state that computer skills are an essential skill for future employees. At Veritus, we offer a Pre-Employment Computer Training program that is not only practical and flexible but also increases individuals' confidence and employability while preparing them for future vocational opportunities. Computer training is customized to individuals' needs, following which one-to-one coaching is provided for individuals to develop knowledge and skill in the following areas:

- Introduction to Microsoft Windows XP
- Introduction to Keyboarding
- Internet Fundamentals
- Email Fundamentals
- Introduction to Microsoft Word 2007

The Pre-Employment Computer Training program will ensure that individuals develop, maintain or improve their ability to navigate and use computers and relevant software in order to prepare them for success in future employment or vocational pursuits.