



OFFICE SKILLS AND TECHNOLOGY TRAINING

STARTS NOVEMBER 12

DO YOU NEED TO...
 ...update your computer skills?
 ...revise your resume? ...do some career planning?

Then NDEC's Office Skills and Technology Training course is for you!

YOU MUST:

- Be authorized to work in the U.S.
- Attend class every week
- Be proficient in English
- Have a high school diploma or equivalent

PLUS! Participants may pay \$50 and receive a Google Chromebook through NDEC's partnership with Tech Goes Home!

CLASSES MEET

Tuesdays and Thursdays
 9:00 – 11:00 a.m.
 Nov. 12 – Dec. 19

For more information, contact

Nathan Hoffman
 nhoffman@ndecboston.org
 617-268-1912, ext. 6

www.ndecboston.org @ndecboston Notre-Dame-Education-Center-Inc company/notre-dame-education-center

