

Computer Training

Overview



Learn Tech Skills.
Explore New Pathways.
Start Now.

PRC has a wide range of computer training (CARF-accredited & WIOA-approved) from brief, intro classes to comprehensive courses, all in our small, beginner-friendly lab.

FirstStep classes get you started with topics like **Web Search, Word, Excel, PowerPoint, Email, Job Search, or Typing.** These entry-level classes are 2 hours long and can be done at your own pace and repeated.

NextStep is our comprehensive, **4-week Microsoft Office 2016 course.** With more than 50 hours of instruction, you can gain proficiency in the desktop and the Internet, Word, Excel, PowerPoint, Outlook, and Access. Class size is small and our experienced instructors foster a supportive environment. There is a lot of hands-on practice and assisted lab time where you can work at your own speed. You will learn job readiness skills with an awareness of each participant's unique capacities and needs. Note: Participants need to be "authorized" by their CA Department of Rehabilitation (DoR) counselor.



StepUp training is a **2-week course**, just after each NextStep (which is a prerequisite), and is also authorized by DoR. It is designed for persons with disabilities seeking employment in fields such as retail, clerical, general administrative, customer service, as well as the core software skillset of most present-day professions. **Scheduling, telephone skills, office machines, data handling, and typing** are areas added to the key MS Office curriculum to round out your computer competencies.



Start at an Employment Services Orientation on any Wednesday from 2 – 3 pm Or contact your DoR Counselor, PRC Employment Specialist, or Tomás Llorence, Computer Training Associate, (415) 972-0837 or tomas.llorence@prcsf.org