



DIGITAL READINESS FOR NEW JOBS CLIENTS

**Free opportunity to take
proctored digital readiness
assessments at PRC!**

**Interested in learning more?
Call: 630-682-5402 x 333
Email: ec@peoplesrc.org**

New Jobs Client Orientation

When: 9:00 am - 10:30 am

**PRC Wheaton: 211 S Naperville Rd
1st Wednesday of every month**

**PRC Westmont: 104 Chestnut Ave
3rd Thursday of every month**

Assessments are optional and offered after orientation from **10:30 am – 11:30 am.**



Proctored assessments cover basic digital literacy skills required for most jobs.

Essential Computer Skills

- Phone Keyboard Basics & Logging In
- Basic Computer Skills
- Internet Basics
- Using Email
- Windows 10
- Windows 11

Essential Software Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

Who Can Attend?

Adults **18 and older** who live
in **DuPage County.**

