

Skills Training

The purpose of the Computer Skills Training program is to provide the training necessary for an individual to reach entry level competence in specific computer software applications and personal computer use, which will often remove a major barrier to employment or independent living.

The training is provided in a series of self directed sessions, where the individual can proceed at his or her own pace under the guidance of a trainer. The trainer administers a pre-training assessment, provides support on the computer hardware and software, facilitates assistive technology as required, answers questions the individual trainee may have, and troubleshoots any difficulties that may be encountered. Tutorials and projects may be provided for at home use between sessions, and there will be a post-training assessment to measure progress. Each software application is taught in a varying number of sessions that total 5-9 hours, depending on the software and the unique abilities of the trainee.

ASSISTIVE TECHNOLOGY INCLUDES:

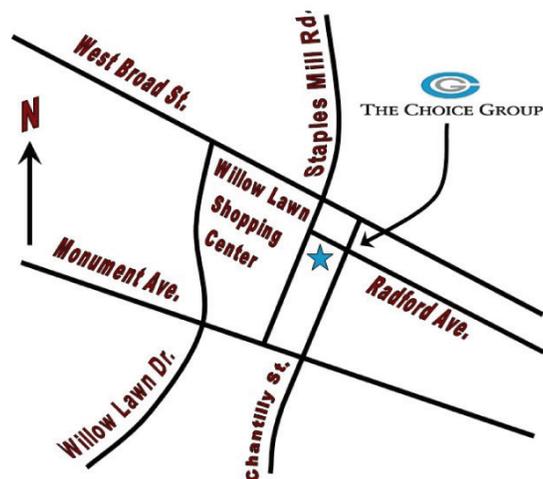
- Screen readers such as JAWS and Look out
- Voice activation software such as Dragon Naturally Speaking
- Screen magnification allows the user to increase the image size
- Sticky Keys allows users to access simultaneous keystrokes sequentially
- Mouse and keyboard adjustments

TRAINING TOPICS INCLUDE:

- JAWS
- Integrating Office Applications
- Microsoft Access
- Microsoft Excel
- Microsoft Front Page
- Microsoft Internet Explorer
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Windows
- Microsoft Word QuickBooks Pro

SERVICE AREA

The Choice Group provides services in Virginia from Culpeper to Roanoke - Martinsville - Danville and from Richmond to Staunton.



The Choice Group is conveniently located in Richmond, one block east of Willow Lawn Shopping Center and one block south of Broad Street, where there is a bus stop. Office hours are by appointment with one of the Counselors and we accept many insurance policies.

The Choice Group serves clients across most of Virginia. Our Vocational Counselors either live in the area or are a reasonable commute from it. We partner with referral sources in your community to assist individuals who have demonstrated the potential to succeed. We welcome the opportunity to make finding a job less work.

Mission Statement

The mission of The Choice Group is a commitment to excellence in meeting our clients' needs, while foremost respecting their individuality and right to make life choices.



Telephone: (804) 278-9151
Toll free: (877) 374-5312
www.TheChoiceGroup.com