

# Cognitive Skills Development Groups

## *Computer Training*



Because technology continues to become more central to almost every educational and career objective, clients are encouraged to attain computer competency at a level that matches their abilities and preferences. The computer training groups seek to enhance those abilities and improve access to the wider world through the knowledge of and applicability of computer skills. Computer training promotes literacy and lifetime learning, reinforces educational goals, promotes initiative, reinforces vocational and life skills training, promotes self-confidence

and self-worth, improves decision making skills, increases concentration and supports fine and gross motor abilities and eye hand coordination. Clients learn basic computer skills, internet safety, Microsoft applications such as Word and Excel as well as more advanced programs, job searching, etc. Groups are one hour in length and documented in a progress note to include date, times, and signature of client and instructor. An experienced professional facilitates the training and the computer lab.