



JPL DREAM ACADEMY

# Practical Skills Training Guide

*Build Confidence. Learn Real Skills. Start From Zero.*

If you feel like you lack confidence using a computer or speaking English – you are not alone. The JPL Dream Academy Practical Skills Training programs are designed to help you start from zero and build **real, immediately usable skills**. Not theory – practical skills for everyday life.

## 1 Why These Skills Matter

### The Reality Today

Almost every job requires basic computer skills. Communication in English opens more doors. Without these skills, people feel stuck. With them, new opportunities open – including success in JPL's Tax, Insurance, and Immigration programs.

## 2 Basic Computer Class

### COURSE Basic Computer Class – \$75 per course

- Computer basics, navigation, and keyboard use
- File management and basic troubleshooting
- Microsoft Word, Excel, and PowerPoint
- Internet browsing, email, and digital communication
- Online tools and basic workplace technology skills

**Outcome:** You will gain the confidence to use a computer independently in everyday situations.

## 3 Basic English Class



**COURSE**

**Basic English Class — \$75 per course**

- Everyday vocabulary and grammar for work and daily life
- Speaking and listening skills for real conversations
- Reading and writing basics for professional settings
- Real-life conversation practice for confidence building
- Workplace communication skills and professional tone

**Outcome:** You will gain confidence to communicate in English in daily life and professional settings.

**4**

**Who These Programs Are For**

**Complete Beginners**

People with little or no experience with computers or English.

**Career Starters**

Individuals preparing to enter the workforce for the first time.

**JPL Students**

Enrolled in Tax, Insurance, or Immigration programs — succeed faster.

**Community Members**

Anyone looking to improve daily communication skills and confidence.

**5**

**How You Will Learn**

**Hands-On Training**

You practice what you learn in every single session — no passive watching.

**Real-Life Scenarios**

Lessons are based on actual situations you will face at work and in daily life.

**Beginner-Friendly**

No prior experience required — every concept is explained from the very beginning.

**Structured Progression**

Each session builds confidence gradually so you never feel overwhelmed.



**6**

**Frequently Asked Questions**

**Q: Do I need experience?**

A: No. These courses are for complete beginners starting from zero.

**Q: Will I be able to use a computer after this?**

A: Yes – that is the specific goal of the Computer Class.

**Q: Will I speak English fluently?**

A: You will build strong foundational confidence and communication ability.

**Q: Are these courses difficult?**

A: No. They are designed to be simple, practical, and confidence-building.

**Ready to Build Your Skills?**

Everyone starts somewhere. These courses take you from No Confidence to Real, Usable Skills.  
Start small, grow strong, and build the foundation for everything else.

**jpldreamacademy@gmail.com • (561) 420-0694 • jplda.com**