

COMPUTER SKILLS FOR TODAY'S WORKPLACE

This six-week program will help students develop computer skills necessary to work in an office environment. Skills range from basic usage and keyboarding to proficiency in the programs of Microsoft® Office® (Word®, Excel®, and PowerPoint®).

Fees & Requirements:

- \$1,500 (includes 4 textbooks and all course fees)
- WIA approved



Call us today to get started on
your new career path.

Dothan Class
334.556.2203 or
1.800.543.2426, ext. 2203

www.wallace.edu



Wallace Community College
Center for Economic & Workforce Development
5565 Montgomery Highway
Dothan, AL 36303

Your Future. Our Focus.



Computer Skills For Today's Workplace



WALLACE
COMMUNITY
COLLEGE

About the Computer Skills For Today's Workplace Program...

Computer skills are in high demand in today's workplace. Finding employment today is difficult if you do not possess basic computer skills

The Wallace Community College Computer Skills for Today's Workplace course was designed to assist individuals with little to no computer experience. This six-week program begins with the basics and steps students through how to use e-mail, how to connect to the internet, and how to purchase items online. This course also provides students with skills in the Microsoft Office Suite of products including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.



Class Information

Classes meet Monday, Tuesday, and Thursday evenings from 5:30 p.m. until 9:30 p.m. in the Center for Economic & Workforce Development (room 208) 5565 Montgomery Highway Dothan, Alabama 36303

Course certificate is presented upon successful completion of the program.



Computer Skills For Today's Workplace

SS#:* _____

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

E-mail: _____

Male* _____ Female* _____ Race* _____ D.O.B. _____

Place of Employment: _____

Payment Method:

_____ Check (make payable to WCC)

_____ Visa/MasterCard _____ Cash

_____ Visa/MC Acct. # _____ Exp. _____ CVV# _____

Cardholder: _____

Mail to

Center for Economic & Workforce Development
ATTN: Computer Skills For Today's Workplace
5565 Montgomery Hwy.
Dothan, AL 36303

*For reporting/registration purposes only.

Wallace Community College affords equal opportunity to all employees and applicants for admission or employment regardless of race, gender, religion, national origin, age, or disability. WCC will make reasonable accommodations for persons with disabilities.