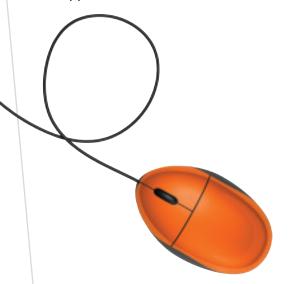
# COMPUTER SKILLS FOR TODAY'S WORKPLACE

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



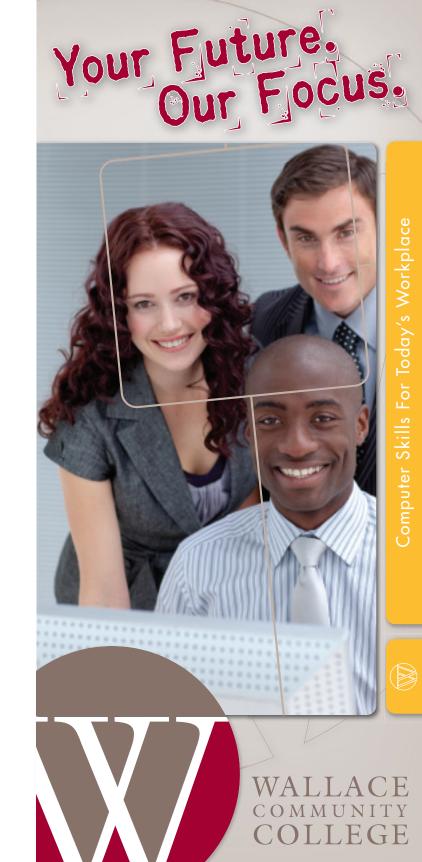
Call us today to get started on your new career path.

Dothan Class 334.556.2203 or 1.800.543.2426, ext. 2203

www.wallace.edu







## 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 posses 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.



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.



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.



### Computer Skills For Today's Workplace

SS#: <u>*</u>
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#

#### 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.