

Computer Skills for the Workplace



Good computer skills are essential to professional success in today's workplace

Most jobs in any industry require a working knowledge of certain computer skills and applications. Employers seek qualified and knowledgeable applicants that are skilled in sending emails, creating spreadsheets, managing databases and are able to recognize the functions and features of modern computer technology.

This course is designed to provide the fundamental computer competencies required to prosper in the fast-changing work environment. Participants will learn how to implement the functions of modern office software to work smarter, faster and more efficiently.

Overview:

- The Workplace Technology Solution
- Outlook: Email and Scheduling
- Word: Creating and Formatting Documents
- Word: More Advanced Formatting
- Excel: Spreadsheet Basics
- Excel: Formatting, Charts, and Printing
- Access: Database Basics
- PowerPoint: Creating and Editing a Presentation
- Integrating Microsoft Office Programs
- Using the Internet
- Transferring and Protecting Data
- Putting Your Skills to Work

**Contact The LearningForce
to register!**

- Anyone interested in computer skills with an emphasis in workplace applications
- Individuals looking to gain additional skills to qualify for entry-level positions
- Individuals interested in enhancing their computer aptitude and competency to prosper in a modern workplace

Location: Online (computer & internet access required)

Begin anytime:

This self-paced program allows for start date flexibility

Cost: \$115.00

Tuition assistance available for eligible participants. Ask for details.

CONTACT US

The LearningForce | Your Training Partner
3201 West 16th Street | Sedalia, MO 65301
phone | (660) 530-5822
email | thelearningforce@sfccmo.edu
web | www.sfccmo.edu/the-learning-force

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