

COMPUTER APPLICATIONS



The fundamentals of computer applications are covered in this 26-week course, from basic keyboarding to Word Processing, Databases, and Spreadsheets, as well as the essentials of Windows operating systems and mastering of the Microsoft Office Suite applications, in demand by prospective employers, at the industry standard. This course teaches a comprehensive set of skills perfect for careers as Desktop Support, Data Entry Operator, Administrative, Secretarial, and Clerical positions.

We provide:

- Instructors with industry experience who prepare you for a job
- Small classes for step-by-step personalized instruction
- Certificate of completion
- Industry Certification Exam Preparation
- Internship/Job Placement Assistance to help you secure a position as a computer professional
- Certificate of Completion
- Industry Certification preparation

Program objectives include learning:

- Computer Concepts.
- Windows Operating System Features
- Microsoft Office Suite & Outlook
- Operations of computer peripheral equipment.
- Customer Service
- Basic computer terminology
- Operations of Office equipment
- Internet research/E-mail
- And more

Free tuition & Stipends available for qualified Vets—Call for details

Next Class Date: Please call or email...

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