

Workplace Computer Applications



COURSE DESCRIPTION:

The course will focus on developing workplace skills and abilities by exploring and developing proficiencies using Microsoft Office Suite applications found in most work environments today. Participants will demonstrate proficiency by developing and using spreadsheets with Excel, creating and refining various document types using Word, developing and applying internet research skills, as well as the efficient use of email and calendar systems through project based learning activities.

Students will learn:

- * Basic computer operations and keyboarding skills
- * Windows Operating System
- * Internet research skills
- * Microsoft Office Suite components: Word, PowerPoint, Excel, Publisher, Access and Outlook
- * Public Speaking techniques
- * Critical thinking and Problem-solving
- * Basic math and reading skills
- * Job readiness activities
- * Using computers in the workplace