

**September 21, 23, 28, 30,
October 5, 7, 2010**

Class meets for 6 sessions

Time: 6:30 p.m. to 8:45 p.m.

Location: Haney Center Room 117

Cost: \$100

(Includes all material)

Instructor: Karen Smith

Class space is limited

For additional information call

Carol Hartman at 405-382-9246 or

Lana Reynolds at 405-382-9218

Or drop by the SSC Office of Admissions

in the Student Services Center.

Open Monday from 8 a.m. to 6 p.m.

*Tuesday through Thursday
from 8 a.m. to 5 p.m.*

Friday from 8 a.m. to 4 p.m.

Visit us on the web at www.sscok.edu

Seminole State College
Business /Industry Training
2701 Boren Blvd
Seminole, Ok 74868
Return Service Requested

Basic Computer Skills

Zap# 2830



***Computer Training
that lasts for life . . .***

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BASIC COMPUTER SKILLS

Regardless of your experience and position, everyone should have some level of proficiency in personal computer skills to excel in your current job and maintain your competitiveness for career advancement. By completing the Basic Computer Skills course you can:

- Gain the computer skills that will make you more marketable when searching for employment
- Apply for a promotion and be confident that you have the required computer training
- Work for any business that requires employees to have computer training and skills

As more companies rely on computer systems to do business, more employees with computer training and experience are needed. That means more work for you!



BASIC COMPUTER SKILLS

Who Should Attend

Anyone who is unfamiliar, uncomfortable, or inexperienced at using a personal computer.



Learning basic computer skills isn't as hard as you might think. This course is designed for first-time computer users or those needing some basic computer training.



BASIC COMPUTER SKILLS

What will be covered

- ◆ Identifying Basic Computer Equipment
- ◆ Performing Tasks in Windows Environment
- ◆ Using the computer and managing files
- ◆ Organizational Skills
- ◆ Basic Internet along with use of E-Mail
- ◆ Terminology