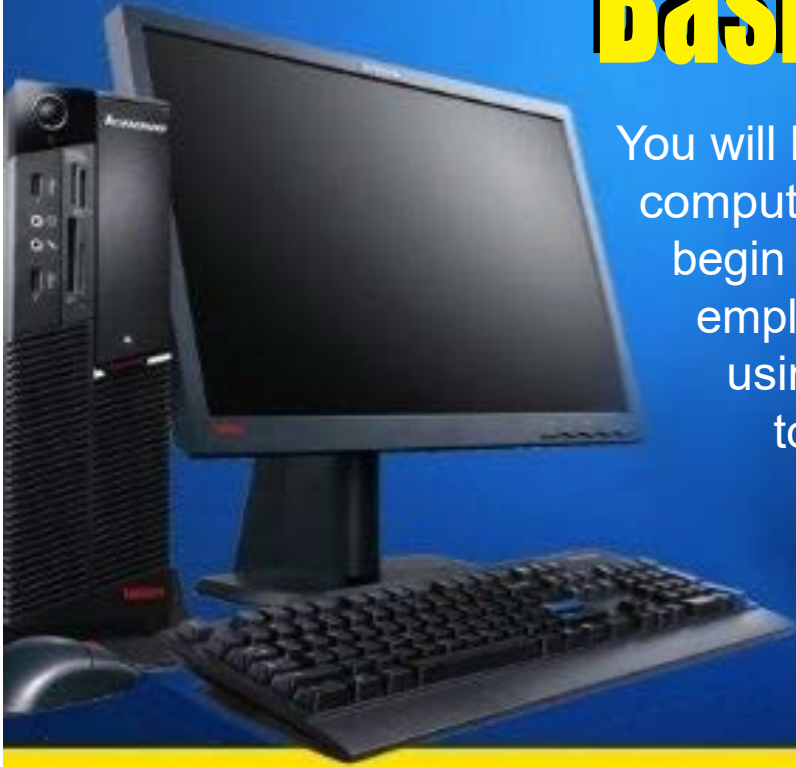


Basic Computing



You will become acquainted with basic computer operations and software to begin preparing you for today's office employment. You'll become familiar using a Personal Computer (PC), to file, record, categorize, locate files, find clientele information and so much more with word processing and the internet.

February 1 - March 3
Tuesdays & Thursdays
4:00 pm - 6:00 pm

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