



Beginning Technology Skills Ohlone College FREE Non-credit Course At FACE

If you need to help with computer basics, this is the course for you! Don't wait, sign up today at <https://www.ohlone.edu/noncredit>

GENERAL DESCRIPTION

This noncredit course is the first in a series of two sequential courses that provide office terminology and computer skill sets needed for today's digital employee.

STUDENT LEARNING OUTCOMES

By the end of this course you should be able to demonstrate rudimentary proficiency in Office Word-processing and Spreadsheet software applications.

**February 7, 2023—
May 18, 2023**

(10 Weeks)

FACE Room 10

**Tuesdays and
Thursdays from
3:00pm-5:30pm**
