



COMPUTER CLASSES

KEYBOARDING FOR SPEED & ACCURACY

\$72.00

This course provides employability skills training for unemployed and underemployed adults. It is designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable equipment. Keyboarding is the foundation for developing entry-level skills for business careers. Other areas of focus for this class will be typing speed and accuracy. Most employers prefer individuals to type at least 35 words per minute. This class will help you meet this requirement. **Fee Waiver available for individuals meeting eligibility criteria.** For information, call (910) 272-3690 or (910) 272-3671.

SAT **09/19 – 10/17/2020** **5:30 PM – 8:30 PM** **Building 8, Room 811**

INTRODUCTION TO COMPUTER SKILLS FOR JOB SEEKERS

\$72.00

This course will focus on the basic operation of a computer from how to turn it on to how to create professional documents. Students will learn the different parts of a computer and the purpose of each part. Students completing this course will be able to create an email account, create and send emails, create files, and navigate the internet, **Fee Waiver available for individuals meeting eligibility criteria.** For information, call (910) 272-3690 or (910) 272-3671.

T, TH **10/06 – 12/01/2020** **5:30 PM – 8:30 PM** **Building 8, Room 811**

COMPUTER SKILLS FOR JOB SEEKERS

\$72.00

This course is an extension of the introductory course to computer and individuals will be introduced to Microsoft Office Suite. Students will create a cover letter and resume while also learning to use the computer for job searching. Students will learn to complete online applications and how to attach a cover letter and resume to the application. Students will demonstrate the use of job search engines and how to save job postings. **Fee Waiver available for individuals meeting eligibility criteria.** For information, call (910) 272-3690 or (910) 272-3671.

T, TH **07/28 – 09/17/2020** **5:30 PM – 8:30 PM** **Building 8, Room 811**

MICROSOFT DIGITAL LITERACY CERTIFICATION

\$72.00

Microsoft's Digital Literacy focuses on five courses that cover computer basics, how to use the internet, privacy and security settings and digital lifestyles. Upon review of the five courses, students will be eligible to take an assessment that results in certification. **Fee Waiver available for individuals meeting eligibility criteria.** For information, call (910) 272-3690 or (910) 272-3671.

M, W

11/09 – 11/20/2020

5:30 PM – 8:30 PM

Building 8, Room 811

Online Classes

For Information on Online Classes Call: (910) 272-3690 or (910) 272-3671

Do you have trouble fitting traditional classroom courses into your busy schedule? Is travel to and from class a problem? Continuing Education online courses are available on your Internet-connected home computer on a schedule you choose. Courses begin every month and last six weeks. Each course consists of twelve lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week, from any computer that has Internet access. All you need is a connection to the Internet, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required to complete an on-line orientation and register for the class in person at the Workforce Development Center.

[Continuing Education](#)