



Small Business  
Development Centers  
*Los Angeles Regional Network*

America's **JobCenter**  
of California<sup>SM</sup>

## Basic Computer Skills Training

**Are your computer skills a little rusty? Are they a barrier to finding a job?**

**NEW CLASSES FORMING 1<sup>st</sup> week in June 2017**

College of the Canyons  
Dianne G. Van Hook University Center  
26455 Rockwell Canyon Road, Valencia, CA 91355

**\*SPACE IS LIMITED-CALL 661.799.9675 TO REGISTER\***



Increase your computer proficiency with this instructor-led, hands-on training held in a computer lab. This training is geared to help those with minimal or "rusty" computer skills gain meaningful skills and basic competency. Each session will focus on a different computer skill. Those completing all four sessions will receive a certificate of completion.

THE FOLLOWING TOPICS WILL BE COVERED:

- C1 - Computer Hardware, Software, Keyboard Basics
- C2 - Working with the Desktop, Windows and Files
- C3 - The Internet, Google Search, Outlook and Email
- C4 – Basic Microsoft Word & Excel



Get the skills employers want and increase your earning potential!