WORKPLACE COMPUTER SKILLS

Typing and Mouse Skills
Working through personalized lessons, participants learn or improve typing and mouse navigating skills.

Basic Computer Skills
Participants learn Windows navigating skills, storing, finding, and sharing files through guided hands-on exercises.

Internet Skills
Participants learn efficient internet search and browsing skills, applying basic security settings, and using shortcuts.

Email Skills
Participants learn to compose, send, reply, and read emails with attachments, as well as set up a free web based email account.

Pre-registration requested
Registration Questions and Payment Information
Call (870) 543-5947 or 543-5950

Class Meets:
Wed., Jan. 13 or Wed., Mar. 2
8:00 a.m. to 11:00 a.m.
Cost $16

Class Meets:
Wed., Jan. 20, additional dates,
Fri. Jan. 29, Mar. 9, or Mar. 16
8:00 a.m. to 11:00 a.m.
Cost $18

Class Meets:
Wed., Feb. 10 or Fri., Apr. 1
9:00 a.m. to 12:00 p.m.
Cost $24

Class Meets:
Wed., Feb. 17 or Fri., Apr. 8
9:00 a.m. to 12:00 p.m.
Cost $24

For more information
please contact:

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