



**CHANGING LIVES...**  
one student at a time

## WORKPLACE COMPUTER SKILLS

### Typing and Mouse Skills

Working through personalized lessons, participants learn or improve typing and mouse navigation skills.

### Basic Computer Skills

Participants learn Windows navigation skills and how to store, find, and share files through guided, hands-on exercises.

### Internet and Cloud Storage

Participants learn searching, downloading, file compression, file management, cloud storage, and using social media professionally and personally.

### Email and Social Media

Participants learn to compose, send, reply, and read emails with attachments as well as posting responses on social media sites.

### Pre-registration requested

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

Registration form available at:

[www.seark.edu/workforce-training](http://www.seark.edu/workforce-training)

Class Meets:

Mon., Sept. 11 or Mon., Oct. 9

8:00 a.m. to 11:00 a.m.

Cost \$16

Class Meets:

Mon., Sept. 25 or Mon., Oct. 23

8:00 a.m. to 11:00 a.m.

Cost \$18

Class Meets:

Mon., Nov. 13

8:00 a.m. to 11:00 a.m.

Cost \$24

Class Meets:

Mon., Nov. 27

8:00 a.m. to 11:30 a.m.

Cost \$28

For more information,  
please contact:

**WORKFORCE DEVELOPMENT CENTER**

(870) 543-5947

2505 W. 18th | Pine Bluff, AR 71603

[www.facebook.com/searkcollegewdc](http://www.facebook.com/searkcollegewdc)

[wdc@seark.edu](mailto:wdc@seark.edu)