

Computer Essentials For The Workplace

Course Overview

\$120

This introductory course is designed to provide you with basic knowledge about essential computer functions. Learn about the basic anatomy of a computer, become familiar with various operating systems and parts of a network, and finally, become confident with your abilities to carry out basic troubleshooting.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Materials:

As long as you are enrolled in classes at CNC you will receive free access to MS Office 365 ProPlus.

**7 hours
Offered once**

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**2023S CEMA 112 101
January 24 & 26, 2023**

Tues & Thurs | 9am - 11am

Jan 31, 2023

Tues | 9am - 12pm

Registration recommended by
January 16, 2023

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

[Request for Registration Online Form](#); or
[Request for Registration Fillable Form](#); and/or
[Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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