

FREE Computer Business Applications Classes!

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EARN A COMPUTER LITERACY CERTIFICATE!

Introduction to Computers and Windows – CBA G010N

This course provides students an introduction to computer hardware and software fundamentals of a computer system.

Introduction to Keyboarding – CBA G011N

This course is designed for individuals who have no formal training in keyboarding. Students are taught essential keyboarding skills.

Introduction to Microsoft Office Suite – CBA G012N

Topics include Microsoft Word, Excel, PowerPoint, and Outlook. Students will learn how to create documents, spreadsheets, and presentations, as well as email best practices.

Microsoft Word Basics – CBA G013N

Learn how to create and edit documents; apply formatting, layout and paragraph features; and insert pictures, headers, footers, and page numbers.

Microsoft Excel Basics – CBA G015N

Create basic spreadsheets, covering topics such as spreadsheet concepts, entering data, managing worksheets, and developing simple charts.

Microsoft PowerPoint Basics – CBA G016N

Create Microsoft PowerPoint presentations by navigating the interface and using basic concepts, structures, and processes.

Internet Basics – CBA G014N

Using a computer or a smartphone, topics include, internet terms, connections, search engines, viruses and malware, online communication tools, and basic cloud services.

SCAN WITH YOUR PHONE
TO SIGN UP!



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NONCREDIT ADULT EDUCATION OFFICE

Visit us in the Business Building, Room 109

Office hours: Mon – Thu, 8:00 a.m. – 5:00 p.m.
Fri, 8:00 a.m. – 2:00 p.m.

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