

Computer Basics 42 hours of instruction

- Computer Hardware Basics
- Computer Software Essentials
- Downloading Basics
- Downloading Course Software
- Downloading Course Materials
- Microsoft Window Basics
- Information and File Management
- Transferable Computer Tasks
- Introduction to MS Word & Excel
- Intermediate MS Word & Excel
- Introduction to Online Applications
- Joining a Virtual Meeting/Event

Virtual Work Readiness 8 hours of instruction

- Virtual Job Searching
- Researching on the Internet
- Essential Workplace Skills
- Understanding VPN Networks and Internet Safety
- Working Virtually
- Moving your computer from work to home
- Basics of virtual platforms
- Hosting a virtual event
- Tools to communicate with your team

Program Cost: \$1200.00

Includes Software & Course Material

ARAPAHOE COMMUNITY COLLEGE VIRTUAL WORK READY

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2021 SCHEDULE

DATE	April 6 - May 11 6 wks	DATE	August 3-September 7 6 wks
TIME	Tues, 5:30-8:30PM	TIME	Tues, 5:30-8:30PM
MODE	Hybrid: in person & 10 hrs/week self paced with instructor guidance.	MODE	Hybrid: in person & 10 hrs/week self paced with instructor guidance.
DATE	April 17-May 22 6 wks	DATE	Sept 18-Oct 23 6 wks
TIME	Sat, 8AM-5PM	TIME	Sat, 8AM-5PM
MODE	In-person: Littleton Campus	MODE	In-person: Littleton Campus
DATE	May 10-May 26 3 wks	DATE	October 4-20 3 wks
TIME	Mon /Wed / Fri, 9AM-2PM	TIME	Mon /Wed / Fri, 9AM-2PM
MODE	In-person: Littleton Campus	MODE	In-person: Littleton Campus
DATE	June 1-July 6 6 wks	DATE	November 2- December 7 6 wks
TIME	Tues, 5:30-8:30PM	TIME	Tues, 5:30-8:30PM
MODE	Hybrid: in person & 10 hrs/week self paced with instructor guidance.	MODE	Hybrid: in person & 10 hrs/week self paced with instructor guidance.
DATE	July 12-July 28 3 wks	DATE	December 6-22 3 wks
TIME	Mon /Wed / Fri, 8AM-2PM	TIME	Mon /Wed / Fri, 8AM-2PM
MODE	In-person: Littleton Campus	MODE	In-person: Littleton Campus