

Computer Basics 40 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 5 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 Course Materials

ARAPAHOE COMMUNITY COLLEGE VIRTUAL WORK READY

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SUMMER/FALL 2022 SCHEDULE

DATE: August 9-26 OR October 4-20 | 3 Weeks

DAYS: Tuesday, Wednesday, & Thursday

TIME: 10AM-3PM

MODE: In-person

LOCATION: A/D Works **Lima Building**
6974 S Lima St, Centennial, CO 80112

DATE: September 13-29 OR November 1-17 | 3 weeks

DAYS: Tuesday, Wednesday, & Thursday

TIME: 10AM-3PM

MODE: In-person

LOCATION: A/D Works! **Altura Plaza**
15400 E 14th Place, Aurora, CO 80011

