



South Campus

13735 Beamer Rd., Houston 77089
Building S-8 Room S-8.2114

Days / Dates

CRN 90055

Mar 20 - Jun 14 MW

Apply By: January 31, 2023

Time

6 pm – 10 pm

Cost \$1,350

Scholarships are available, if eligible.

Hours 96

Contact

TPEG Grant Coordinator

281-478-2786

community.engagement@sjcd.edu

BASIC COMPUTER SKILLS

Digital Literacy / Office 365 & Win 10

EMPLOYERS REQUIRE COMPUTER AND INTERNET SKILLS MORE THAN EVER BEFORE!

Train to use a computer in a business environment. Begin with an introduction to the computer hardware. Learn how to use the Windows operating system. Gain a basic understanding of the most popular business applications.

- Windows 10, Microsoft Word, Excel, and PowerPoint.
- Internet and MS Outlook email.
- Basics of networks and mobile devices, security, maintenance, cloud computing, apps, streaming and collaboration tools.
- Learn or improve keyboarding skills (touch type).

Course provides test prep for the optional IC3 Certification exam.

FINANCIAL AID

For those who qualify, the Texas Public Education Grant (TPEG) offers need-based scholarships to cover the cost of tuition \$1,350. Software included.

APPLY TODAY!

CALL OR EMAIL

281.478.3636 / Community.engagement@sjcd.edu



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