

INDIVIDUAL COURSES

**20 HOURS OF INSTRUCTION
OR
10 HOURS OF INSTRUCTION**

WORD PROCESSING

*WordPerfect (5.1 - Corel Suite 9)
Microsoft Word (6.0 - 2000)*

DATABASE

*Access
DBaseIII*

SPREADSHEET APPLICATIONS

*Excel (5.0 - 2000)
Lotus 2000
Quattro Pro 2000*

INTRODUCTION TO COMPUTERS

RECORDKEEPING AND DATA ENTRY

GRAPHICS

Powerpoint

WINDOWS 95, 98, 2000

DOS

MICROSOFT OFFICE 2000

COMPUTER KEYBOARDING SKILLS

TYPING - BEGINNING OR REFRESHER

OFFICE MACHINES