

Division of Adult and Career Education

COMPUTER ESSENTIALS

September 8th - October 7th, M - F | 8 am - 12:15 pm. OR
November 30th - January 22nd, M - F | 10:30 am - 3:00 pm.

100% ONLINE TRAINING

LEARN FROM HOME

- **OPERATING SYSTEMS**
- **WORD PROCESSING**
- **SPREADSHEETS**
- **PRESENTATIONS**
- **MICROSOFT DIGITAL LITERACY CERTIFICATE**



TO ENROLL CONTACT |

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#WEAREDACE | wearedace.org/enroll

The **Computer Essentials** course can help you earn CTE credits to meet high school graduation requirements (also fulfills the DACE computer literacy requirements).

Approved: Joseph Stark 
Executive Director, Division of Adult and Career Education

