

# Keene Community Education Serving the Monadnock Region

Computer applications are necessary in most work environments today. Computer skills enhance a resumé. In this course students will learn the basics of a variety of computer applications and employment success skills. The instructor is an experienced educator who is skilled in working with a variety of learners. Earn a Northstar Digital Literacy certificate. Preregistration and pre-assessment required. Optional: Earn credit from River Valley Community College for an additional fee.

Contact: Linda Morehouse, Adult Education Director

## **Workplace and Education Computer Applications**

**Formerly Office Occupations**

90 hours

Virtual Classes 9:00AM-12:00PM Mondays/Wednesdays

Fee: \$150.00

February 8, 2021-June 9, 2021



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