



Chaffey College is offering a **FREE ONLINE TRAINING**

# Computer Skills *for the Workplace*

## TRAINING INCLUDES

- Microsoft Office 2016 (Word, Excel, PowerPoint and Outlook)
- Computer Keyboard and Data Entry Skills
- Business Math and English
- Customer Service Skills
- Telephone Etiquette
- Cloud-Based Software
- Job Placement Assistance

## ONLINE CLASS SCHEDULE

**January 25 – February 23, 2021**

Monday – Friday

8:00 AM – 12:00PM Online

Plus 2 hours per day of independent work

NOTE: School laptops may be available for loan to students during training.

## QUESTIONS?

Call: InTech at (909) 652-8488  
or email: [intechcenter@chaffey.edu](mailto:intechcenter@chaffey.edu)

Register for an informational  
session online:

[www.intechcenter.org/start-here](http://www.intechcenter.org/start-here)