

# **COMPUTER FUNDAMENTALS FOR THE WORKPLACE**

PA CareerLink of Lackawanna County  
Scranton, PA

## **Class Curriculum:**

- **Microsoft Windows Operating System**
- **Microsoft Word**
- **Microsoft Excel**
- **Saving files/documents to a Flash Drive**
- **Typing letters**
- **Creating a Resume**
- **Creating Spreadsheets**
- **Internet Job search**

Total Class Hours = 60 hours  
Total Days = 20 days

Classes are held Monday thru Friday for a total of four (4) weeks.

*Pennsylvania*  
**CareerLink**<sup>®</sup>  
LACKAWANNA COUNTY