

HOKE CENTER COMPUTER CLASSES SPRING SEMESTER 2012

Keyboarding in the Medical Office \$65 + \$5 tech fee

This class offers students the ability to learn the keyboard or work on their keyboarding skills. These skills are necessary in today's workforce. Students will learn basic keyboarding then advance to typing for a medical office. 2.4 CEUs.

#1178

B. Clifton

Jan 10-Feb 16

109 Upchurch Hall

T/Th

9-11 am

Using Computers in the Medical Office

\$120+\$5 tech fee

Computers play an important roll in today's world. With computers constantly changing, sometimes it may feel a little overwhelming. This class may help if you are already at a job or looking for a job in the medical field. 4.6 CEUs

#1188

B. Clifton

Feb 21-May 8

109 Upchurch Hall

T/Th

9-11 am