



Are You Interested in Enhancing Your Office Skills?

Professional Computer Skills Workshop

Materials Covered:

- Basic Keyboarding and Internet Research/Navigation
- Basic MS Word, Excel and Outlook
- Filing Maintenance
- Provider Resource Materials For All Ages and DCF Website Information

Location

- 8301 Cypress Plaza Drive, Suite 201, Jacksonville, FL 32256

When replying via email please indicate your current skill level:

Keyboarding	MS Office	Internet Research and Navigation
Beginner ___	Beginner ___	Beginner ___
Intermediate ___	Intermediate ___	Intermediate ___
Advanced ___	Advanced ___	Advanced ___

Special Note:

- There is a 2-3 person maximum per session
- CEU's will be offered upon workshop series completion
- Participants must be willing to commit to attending the entire workshop series.

For more information, please contact Tay Gonzalez via phone or email
904-208-2040 x 229 or tgonzalez@elcofduval.org

**Early Learning Coalition of Duval – 8301 Cypress Plaza Drive, Suite 201 – Jacksonville, FL 32256
904-208-2044 – www.ChooseQualityChildCare.org**