The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.
5111 E 21st St N | Wichita, KS 67208 | (316) 652-1527 | AaronM@cprf.org | www.cprf.org/programs/sact

To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

Computing Essentials

Now Enrolling! Online or in person class options available.

Class Description
Students with little or no computer experience will learn basic computer operations, how to navigate a Windows 10 computer, Fundamentals of Microsoft Word 2019, and how to use essential e-mail functions in a workplace environment.

Program Description
This is a beginning course to introduce students to the basics of operating a Microsoft Windows 10 computer and to gain confidence in using essential computer application software including Microsoft Word and e-mail. This class is a stepping stone for further training in Microsoft Office Applications such as Word, Excel, PowerPoint, and Outlook.

Topics Covered
• Microsoft Windows 10
• Microsoft Word 2019
• Introduction to Keyboarding

Expected Student Outcomes
• Achieve competency in Word 2019 basics
• Demonstrate ability to use essential e-mail functions in a work environment
• Demonstrate Excellent Attendance and Punctuality

Led by Experienced MOS Specialist Master Instructor

Visit www.cprf.org/programs/sact to view our current class schedule.

It’s about employment and independence for people with disabilities. The rest is technology.
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