



Computer Application Classes

Fall 2016

Advances in technology have transformed the world of work. As the work environment has changed, employers look for essential computer skills from the employees.

If you want to be successful in any business field, becoming knowledge in Microsoft Application; such as, Word, and Excel is imperative.



In Fall 2016, Laney College is offering online Computer Application Classes..

ENROLL NOW, CLASSES ARE FILLING UP FAST!!

Classes are taught by experts with many years experience in the field.

You can begin in August 2016

Classes offer in Fall Semester

Bus-28	Microsoft Business Software	Class Code 44438 and 44439	Online	4 units
Bus-43B	Introduction to Excel	Class Code 40110 and 40586	Online	4 units
Bus-245E	Using Word	Class Code 41248 and 41249	Online	4 units
Bus-230D	Keyboarding	Class Code 40675 and 40676	Online	1.5 units

Laney College provides students with flexible schedules, and a convenient location close to Bart and other public transportation.