



## COMPUTER FOUNDATIONS

- Students earn their certificate in as little as 8 weeks (3-hour classes, 5 days per week)
- Introduction to Windows, File Management, Internet, Email, MS Word, MS Excel
- Continuous intake – start anytime!

YOUR NEW AND REWARDING  
CAREER PATH IS **WITHIN  
REACH**  
**REACH HIGHER WITH SUMMIT!**

### ***UPGRADE YOUR COMPUTER SKILLS***

It's a fact: computer use is now a given in almost every work environment. Today's job seekers typically require a basic level of competency with computers and their applications in order to gain employment and function effectively in the workplace.

Summit offers the computer training that is critical to securing employment in today's marketplace. The program serves as a prime example of the Summit difference: customization. Study focus can shift to suit any level of computer literacy. Programs ranging in duration from 4 to 16 weeks may include training in any combination of essential Microsoft Office applications, and also combine easily with any number of Summit's other programs.

**CONTACT US NOW FOR MORE INFORMATION!**