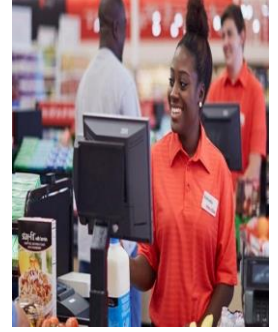




Recruiting for

**FREE**

**ADULT TRAINING CLASSES**



- **Basic Computer Skills**

Basic computer skills course covers the most common usages of a computer, including a majority or all of the following: understanding the basic notions of computer manipulation; managing computer files, word processing, using spreadsheets and databases; creating presentations; finding information and communicating

- **Business of Retail**

You will understand merchandising, marketing, store operations, loss prevention and workplace safety. You will master math concepts, including determining pricing strategies and calculating profit and discounts.

- **Customer Service & Sales**

You will master customer service and sales skills, including understanding the customer life cycle, developing effective strategies to engage customers, assessing customer needs and closing sales.

- **Microsoft Office**

Being certified as a Microsoft Office Specialist demonstrates you have the skills needed to get the most out of Microsoft Office. ♦*Microsoft Excel* ♦*Microsoft Outlook* ♦*Microsoft PowerPoint* ♦*Microsoft Word*

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**PHONE:** [380-997-7633](tel:380-997-7633)

**Classes will start September 5, 2023**



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