COMPUTER SKILLS AND MICROSOFT OFFICE BASICS
CERTIFICATES

More is Possible
through Allan Hancock College Community Education

Interested in teaching Computer Skills?

- We are looking for **part-time** faculty.
- Computer Skills will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, navigating the internet, and social media.

Allan Hancock College Community Education
Now Hiring!

Anticipated need:

Community Education is looking for part-time instructors who can teach the following courses:

- Basic Computer Skills
- Microsoft Suite
- Introduction to the Internet
- Social Media
- Email

Not sure if you qualify/how to apply?

Email your resume to the Community Education Coordinators at **CECoordinator@hancockcollege.edu**

Contact Community Education

- 805-922-6966 ext. 3209
- 805-221-8997
- CommunityEducation@hancockcollege.edu
- www.hancockcollege.edu/communityed

ALLAN HANCOCK COLLEGE | Community EDUCATION