

FALL | 2019

GILCHRIST CENTER'S COMPUTER CLASSES FOR BEGINNERS

Intro. to Computers: Basics of using a computer, basic Microsoft Word, Internet and Email.

Intro. to Basic Microsoft Word and Internet: File management and more advanced-beginner functions in Microsoft Word, Internet, and Email. Must know skills in Intro to Computers.

Advanced Word, PowerPoint & Internet: This course covers basic to advanced Microsoft Word, Microsoft PowerPoint and how to navigate the Internet. Participants will learn practical skills in creating documents, spreadsheets and presentations, while also browsing the internet. Must have basic knowledge in using a computer.

Introducción al Uso de la Computadora: Este curso es diseñado para los que no poseen conocimiento de la computadora.

MS Word, Correo Electrónico, Archivos y Carpetas: Este curso ayudará a desarrollar habilidades en el uso de documentos básicos de palabras, administrar archivos, preparar una carta o currículum; Crear y administrar una cuenta de correo electrónico.

Introduction to Basic Excel: This course is for those who have never used Excel before and those who are beginner level users. In this course, you will learn the fundamentals of Excel such as worksheets, data entry, keyboard navigation and more to become a functional user.

Class		Schedule	Taught in:	Registration dates and fees:
Introduction to Computers	A	• Tuesdays, 7:00 – 9:00 pm 9/24 – 11/12	English	Wednesday, September 4 at 1 pm - weekday daytime classes at 5 pm - weekday evening classes
	B	• Saturdays, 11:30 am – 1:30 pm 9/28 – 11/16		
Introduction to Basic Word and Internet	C	• Tuesdays, 5:00 – 7:00 pm 9/24 – 11/12	English	Saturday, September 7 at 10 am for Saturday classes Fee: \$20 for county residents; \$30 for non-residents (Cash, Check or Money Order ONLY , not refundable) **No credit cards**
Advanced Word, PowerPoint & Internet	D	• Thursdays, 7:00 – 9:00 pm 9/26 – 11/14	English	
Introducción al Uso de la Computadora	E	• Sábados, 9:30 – 11:15 am 9/28 – 11/16	Español	
MS Word, Correo Electrónico, Archivos y Carpetas	F	• Miércoles, 6:30 – 8:30 pm 9/25 – 11/13	Español	
Introduction to Basic Excel	G	• Tuesdays, 9:30 – 11:30 am 9/24 – 10/29	English	

