

WINTER | 2020

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.

Fee: \$20 for residents; \$30 for non-residents *Cash, Money Order, or Check (*ID required for checks). No credit cards.*

Class		Schedule	Taught in:	Registration dates and fees
Introduction to Basic Computers	A	Tuesdays, 7 – 9 pm January 21 – March 10	English	Saturday, January 4 at 10 am – 12:30 pm or Tuesday, January 7 at 1 – 7 pm until classes are filled.
	B	Saturdays, 11:15 am – 1:15 pm January 25 – March 21		
Introduction to Basic MS Word and Internet	C	Tuesdays, 5 – 7 pm January 21 – March 10	English	
Advanced Word, PowerPoint & Internet	D	Thursdays, 7 – 9 pm January 23 – March 12	English	
Introducción al Uso de la Computadora	E	Sábados, 9 – 11 am 25 de enero – 21 de marzo	Español	
MS Word, Correo Electrónico, Archivos y Carpetas	F	Miércoles, 6:30 – 8:30pm 22 de enero – 11 de marzo	Español	

