

Computer Basics 6 weeks

Designed for individuals just getting started with a computer, this course teaches basic operations of a computer. The course teaches basic terminology, "copy and paste" skills, secure Internet use, popular software programs like Microsoft Word, email techniques and file organization.

Classes begin : 1/16/12

Class 1 meets: M, W, 1:00 pm – 3:00 pm

Class 2 meets: M, W, 5:30 pm – 7:30 pm

Advanced Computers 6 weeks

A course for those wanting to increase their computer skills for job advancement or to learn more techniques in Microsoft Office. Emphasis will be on Microsoft Word and Excel with additional topics such as troubleshooting computer problems, cloud computing and file management.

Class begins : 1/16/12

Meeting times: T, Th, 5:30 pm – 7:30 pm

Computer Job Search 6 weeks

The job market has dramatically changed. Now, resumes are sent and applications are completed online. The want ads in the paper have been replaced with online job postings. Learn how to find a job using today's job search techniques.

Class begins : 1/17/12

Meeting times: T, Th, 1:00 pm – 3:00 pm

