

Computer Skills

A more intensive class to learn Windows XP, including Microsoft Word, Excel, PowerPoint, the Internet and e-mail. Job readiness skills will also be covered. Computer Basics or equivalent skills are required prior to taking this class.

Class runs : **1/3/12 – 2/23/12**

Meeting times: **M – Th, 5:30 pm – 8:00 pm**

Prescreening Dates for Upcoming Classes:

Spring Prescreen : **3/5/12 @ 10:00 am**

For classes running : **3/12 – 5/3, M – Th, 5:30 pm – 8:00 pm**

Summer Prescreen : **7/30/12 @ 10:00 am**

For classes running : **8/13 – 10/4, M – Th, 5:30 pm – 8:00 pm**

Fall Prescreen : **10/15/12 @ 10:00 am**

For classes running : **10/22 – 12/13, M – Th, 5:30 pm – 8:00 pm**

