COMPUTER CLASSES

COMPUTER BASICS $49
(9 hours / 3 class sessions)
If you are new to computers, this is the place to start. This course will introduce you to basic computer applications, hardware basics, and computer terminology. You will learn the basic concepts and features of the Microsoft Windows Operating System. Learn how to move around the Windows environment and navigate the Internet. If you want to get the most out of your personal computer, this class is for you!

4/20 – 4/27 T/TH 5:30 – 8:30pm
5/4 – 5/11 T/TH 5:30 – 8:30pm
6/1 – 6/8 T/TH 5:30 – 8:30pm
7/12 – 7/19 M/W 9:00am – 12:00pm
8/2 – 8/9 M/W 9:00am – 12:00pm

MICROSOFT EXCEL 2016 $49
(9 hours / 3 class sessions)
Maximize your usage of this spreadsheet program by exploring the more advanced functions and formulas. Course includes instruction on working with multiple worksheets, use of productivity tools, charts, and more! Basic knowledge of Excel is required.

4/26 – 5/3 M/W 5:30 – 8:30pm
5/5 – 5/12 T/TH 5:30 – 8:30pm
7/6 – 7/13 T/TH 5:30 – 8:30pm

INTRODUCTION TO MICROSOFT WORD 2016 $49
(9 hours / 3 class sessions)
Word processing programs are the most commonly used today and Microsoft Word is one of the most powerful word processing programs on the market. Whether you are trying to design professional business documents or create a colorful birthday card, this class will take you step-by-step through Microsoft Word’s most commonly used features. Basic knowledge of Windows and proficiency with a mouse are required.

5/25 – 6/1 T/TH 5:30 – 8:30pm
7/13 – 7/20 T/TH 5:30 – 8:30pm

MICROSOFT WORD PACKAGE $55
(6 hours / 2 class sessions)
You have learned the basics, so now it is time to put your knowledge to the test. This is a project class to help you explore the advanced features of Microsoft Word by taking you step-by-step through specific projects. Learn how to get the most from MS Word. Basic knowledge of MS Word is required.

5/3 & 5/5 M/W 5:30 – 8:30pm
8/3 & 8/5 T/TH 9:00am – 12:00pm

USING GOOGLE APPS $35
(6 hours / 2 class sessions)
Simplify your life with Google Apps. Google provides some of the most widely used tools online worldwide. Learn to organize, collaborate, and communicate with Google Gmail, Calendar, Drive, Voice, Meet, Play and more.

3/29 & 3/31 M/W 5:30 – 8:30pm
7/6 & 7/8 T/TH 5:30 – 8:30pm

SAVE $$
WHEN YOU ENROLL IN PACKAGE CLASSES
If one class cancels, customer may attend remaining class for regular price as listed in the schedule.

MICROSOFT EXCEL PACKAGE $79
5:30 – 8:30 PM
Introduction to Excel (4/26 – 5/3) M/W
Microsoft Excel (5/5 – 5/12) M/W

MICROSOFT WORD PACKAGE $55
5:30 – 8:30 PM
Introduction to Word (5/25 – 6/1) T/TH
Microsoft Word (6/3 – 6/10) T/TH

ALL COMPUTER CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.