



Computer Classes

UNDERSTANDING AND USING THE INTERNET

Are you confused or unsure about what web sites? Are you a little unsteady surfing the internet waves? Come and learn more about the Internet! **Class Prerequisite:** Using a computer mouse and keyboard.

Class Dates: Wednesday, February 1st, 8th and 15th from 10AM - Noon

FINDING YOUR WAY TO STATE EMPLOYMENT

Are you looking trying to get a State of California job? Come and learn about: Finding a Recruitment Bulletin, Submitting your application, Get Ready for the Test, and the Hiring Interview.

Class dates: Tuesday's February 7, 14 and 21 from 6PM – 8PM

RESUME BASICS

Starting your resume from scratch? Come learn about resume basics. We will review a variety of resume templates and discuss which one might be best suited to your job search and work experience.

Class Prerequisite: Entry-Level Microsoft Word experience.

Class dates: Sunday's February 12, 19 & 26 from 2PM – 4PM

MICROSOFT EXCEL 2007 BASICS

Never used Microsoft Excel before? Come and learn: How to enter data into a worksheet, do simple math formulas; How to create lists and learn some basic terminology and commands.

Class dates: Tuesday's February 21 & 28 from 9:30AM – 11AM

MICROSOFT EXCEL 2007 LEVEL 1

Ready for the next step in Microsoft Excel 2007? You will learn how to create a spreadsheet, learn to add and subtract columns etc. **Class Prerequisite:** Microsoft Excel Basics class.

Class dates: Tuesday's February 21 & 28 from 11:30AM – 1PM

COMPUTER AND INTERNET BASICS

Never used a computer before? Come learn about computer basics. You will learn how to use the mouse and keyboard, and how to search the internet with Microsoft Internet Explorer.

Class dates: Thursday's February 9, 16 & 23 from Noon – 2PM

Space is Limited!
Sign up in the Computer Learning Center
Questions?
Call (209) 333-5554

