



Computer Learning Center (CLC) schedule for: **SEPTEMBER 2022**

To register for a computer class or get more information: visit the CLC, phone (209) 333-5554, or email to: CLCsignup@gmail.com
Lodi Public Library, 201 W. Locust St., Lodi CA 95240

Page 1: CLASS DESCRIPTIONS

IMPORTANT NOTE: You can register for a class by email, phone, or in person; see contact info above. Include the following information when you register: (1) full name, (2) phone number, (3) e-mail address if you have one, (4) name of the class you'd like to take, (5) start date the of class.
Classes marked by an asterisk (*) require prior completion of one or more other classes or equivalent experience—contact us for details.

OUR COMPUTER CLASSES (calendar code, class title, duration):

CB: COMPUTER BASICS (1 day)

Fundamentals of the personal computer (p.c.) for the beginner or for anyone wanting to improve basic computer skills.

Sep 1 at 12:30 pm -or- Sep 13 at 10:00 am -or- Sep 13 at 12:30 pm

EE: EMAIL ESSENTIALS* (1 day)

Setup, options, operating hints, and security for your email accounts.

Sep 8 at 12:30 pm

FM: FILE MANAGEMENT ESSENTIALS* (2 days)

How to recognize, sort, transfer, and back up your computer files.

Sep 14 & 15 at 12:30 pm

IE: INTERNET ESSENTIALS* (1-day)

Your Internet browser, internet searching, online security.

Sep 7 at 12:30 pm

PS: POWER POINT FOR SPECIAL EVENTS* (1-day)

Create a basic PowerPoint slideshow for meetings, parties, celebrations, memorials, etc.

Sep 12 at 10:00 am

WE: WINDOWS 11 ESSENTIALS* (2 days)

Understanding and using the latest Windows operating system.

Sep 6 & 7 at 10:00 am -or- Sep 28 & 29 at 12:30 pm

XA: ADVANCED MICROSOFT EXCEL* (2 days)

Second half of the 4-day class that was interrupted in July. Returning students have priority, but anyone well-experienced in Excel's fundamentals may register on a space-available basis.

Sep 19 & 20 at 10:00 am

WB: BEGINNING MICROSOFT WORD* (2 days)

Use Microsoft Word to create and edit many types of documents.

Sep 26 & 27 at 10:00 am

"RESERVED" - Subjects to be announced, for City of Lodi employees. One day course, start time and duration to be determined. Sep 21, 22, 28, 29 between 8:00 am and 12:00 noon.

"SPECIAL TOPICS" - Short courses in specific computer techniques needed by business administration employees in any business or government agency. Subjects to be announced. Sep 21 & 22, 12:30 – 3:00 pm.

For more information on the RESERVED and SPECIAL TOPICS sessions, please contact us by email: CLCsignup@gmail.com

Note: unless otherwise stated, the duration of each daily class session is about 2½ hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
“OPEN” hours are for individual help: learn or practice computer skills; online training & testing; job hunting and résumé preparation.	Events and personnel shown are current as of this update and are subject to change. Updated: 7/28/2022	PLEASE SEE PAGE 1 FOR FULL INFORMATION ON ANY CLASS.		1 CB - Colleen 12:30-3:00	2	3
4	5 	6 WE1 - Bob 10:00-12:30 OPEN 12:30-3:00	7 WE2 – Bob 10:00-12:30 IE – Colleen 12:30-3:00	8 EE - Colleen 12:30-3:00	9	10
11	12 PS - Bob 10:00-12:30	13 CB - Bob 10:00-12:30 CB - Sharen 12:30-3:00	14 FM1 - Colleen 12:30-3:00	15 FM2 - Colleen 12:30-3:00	16	17
18	19 XA3 - Bob 10:00-12:30	20 XA4 - Bob 10:00-12:30 OPEN 12:30-3:00	21 8:00-12:00 Reserved 12:30-3:00 Special topics	22 8:00-12:00 Reserved 12:30-3:00 Special topics	23	24
25	26 WB1 - Bob 10:00-12:30	27 WB2 - Bob 10:00-12:30 OPEN 12:30-3:00	28 8:00-12:00 Reserved 12:30-3:00 WE1 - Colleen	29 8:00-12:00 Reserved 12:30-3:00 WE2- Colleen	30	