



Computer Learning Center (CLC) schedule for: JUNE 2023 Page 1

To register for a computer class or get more information: email CLCsignup@gmail.com, call (209) 333-5554, or visit the CLC.
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HOW TO REGISTER FOR A CLASS: You can register by email, phone, or in person; see contact info above. Always include the following information: (1) your full name, (2) phone number, (3) email address (if you use email), (4) name of the class, (5) start date and time of the class.

OUR FREE COMPUTER CLASSES

Unless otherwise stated, each daily class session is 2¹/₂ hours.

COMPUTER BASICS (1 day)

Fundamentals of the personal computer (p.c.) for the beginner or for anyone who needs a better understanding of the basics.

June 7 at 12:30 pm -or- June 20 at 10:00 am

EMAIL ESSENTIALS* (1 day)

Email choices & setup, message handling, avoiding email hazards, the right and wrong way to send a message. For all email users.

June 1 at 12:30 pm

FILE MANAGEMENT ESSENTIALS* (2 days)

How to recognize, sort, transfer, and back up your cell phone pictures, computer documents, videos, and other files and folders.

(To be scheduled in July)

INTERNET ESSENTIALS* (1 day)

The Internet browser, Internet security, searching, Youtube, and more. The perfect "next class" after *Computer Basics*.

June 8 at 12:30 pm -or- June 21 at 10:00 am

GOOGLE APPS ONLINE* (2 days)

The free online apps for word processing, spreadsheets, and slideshows, plus secure file storage and sharing.

June 26-27 at 10:00 am

***IMPORTANT:** most classes require prior completion of *Computer Basics* or equivalent experience. Some classes have additional prerequisites. See the class description on this page.

MICROSOFT EXCEL - BEGINNING* (2 days)

Spreadsheet fundamentals using Microsoft Excel. Students starting our Excel series must have basic p.c. skills, and Word experience is helpful.

June 5-6 at 10:00 am

MICROSOFT EXCEL - INTERMEDIATE* (2 days)

Primarily for those who have completed our Beginning Excel class. Practical applications of basic Excel skills at home and at the office.

June 12-13 at 10:00 am

MICROSOFT WORD - BEGINNING* (2 days)

How to create and edit various types of Word documents. Some level of typing skill will be required for success with Word or any similar app.

June 21-22 at 12:30 pm

MICROSOFT WORD - INTERMEDIATE* (2 days)

Practical applications of MS Word in the office or at home. For those completing our Beginning Word class or others with equivalent skills.

June 28-29 at 12:30 pm

WINDOWS 11 ESSENTIALS* (2 days)


Understanding and working with your personal computer's Microsoft operating system: setup, tools, techniques, upgrading from Windows 10. (To be scheduled in July)

OUR "OPEN" HOURS

Come to the CLC for one-on-one help with any common computer task: hardware and software problems, class work & practice, job searching, résumé preparation. No registration, first come – first served.

Mondays and Tuesdays, 12:30 – 3:00 pm

CLC DAILY SCHEDULE – JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
NOTICE 	<p>This page only shows our daily schedule. Be sure to read page 1 for class information.</p>	<p>The daily events shown are current as of this update and are subject to change. Updated: 5/13/23</p>	<p>“Open” hours are for individual help: learn or practice computer skills; online training & testing; job hunting, résumé preparation.</p>	<p>1</p> <p>Email Essent. 12:30 (C)</p>	<p>2</p>	<p>3</p>
4	<p>5</p> <p>Begin. Excel 1 10:00 (R)</p> <p>(Open) 12:30 (L)</p>	<p>6</p> <p>Begin. Excel 2 10:00 (R)</p> <p>(Open) 12:30 (S)</p>	<p>7</p> <p>Comp Basics 12:30 (C)</p>	<p>8</p> <p>Internet Essent. 12:30 (C)</p>	<p>9</p>	<p>10</p>
11	<p>12</p> <p>Inter. Excel 1 10:00 (R)</p> <p>(Open) 12:30 (L)</p>	<p>13</p> <p>Inter. Excel 2 10:00 (R)</p> <p>(Open) 12:30 (S)</p>	<p>14</p> <p style="text-align: center;">(CLC closed)</p>	<p>15</p> <p style="text-align: center;">(CLC closed)</p>	<p>16</p>	<p>17</p>
18	<p>19</p> <p style="text-align: center;">(library closed)</p>	<p>20</p> <p>Comp Basics 10:00 (R)</p> <p>(Open) 12:30 (S)</p>	<p>21</p> <p>Internet Essent. 10:00 (R)</p> <p>Begin. Word 1 12:30 (C)</p>	<p>22</p> <p>Begin. Word 2 12:30 (C)</p>	<p>23</p>	<p>24</p>
25	<p>26</p> <p>Google Apps 1 10:00 (R)</p> <p>(Open) 12:30 (L)</p>	<p>27</p> <p>Google Apps 2 10:00 (R)</p> <p style="text-align: center;">(CLC closes at 12:30 pm)</p>	<p>28</p> <p>Inter. Word 1 12:30 (C)</p>	<p>29</p> <p>Inter. Word 2 12:30 (C)</p>	<p>30</p>	