



# Free Computer Classes

## Registration:

**Thursday, June 18<sup>th</sup> and Friday, June 19<sup>th</sup> 2015**  
**9:00 am 1:00 pm and 2:00 pm – 4:00pm**

## Class Dates:

Start: Monday, June 22<sup>nd</sup> Ends: Thursday, August, 06<sup>th</sup> 2015  
Class meets: Monday -- Thursday (4 days a week)

Please Read The Following Class Descriptions Before Registration.

### MS Office: Graphics Marketing Tools

#### (Intermediate)

The Classes are in English.

**9:00 am —11:30 am**

- This class is for the students who have an intermediate knowledge of computer usage.
- This class is geared toward students who are interested in gaining more extensive experience in using all the graphics elements in the MS Office Suite.
- The course will include information related to creating graphics focused in MS Word, PowerPoint, Excel and Publisher.

### Introduction to Computers

#### (Basics)

The Classes are in English.

**2:00 pm—4:30 pm**

- The computer course is designed for individuals who have little computer skills.
- In this class we aim to build the confidence and familiarity with the most essential and basic skills needed to use a computer comfortably.
- Introducing to computer usage, windows, internet, Email usage and MS Word.