

GET THE FOUNDATION SKILLS YOU NEED

Introduction to Computer Concepts and Keyboarding

0.96 CEU, \$179

A hands-on class introducing you to basic computer concepts and keyboarding skills. A great overview for anyone just getting started with a PC! Leave this class with great resources and the confidence to continue improving computer concepts and keyboarding skills. This class will meet 2 times a week for 4 weeks and is taught in a small group setting. Lesson plans and homework will be included. Students have the ability to receive individualized assistance during computer lab hours. (CEU is based on 8 hrs, 1 hour each day)

January 11th – February 3rd, 2011

March 1st – March 24th, 2011

May 3rd – May 26th, 2011

Windows 7

0.84 CEU, \$179

Learn about Windows components and Internet options in this hands-on foundational course. Topics include: Desktop features, Taskbars, Window properties, using the Help feature, the Recycle Bin, Windows Explorer and My Computer, File and Disk management, Accessories, Shortcuts and connecting to the Internet.

Prerequisite: Introduction to Computer Concepts and Keyboarding or equivalent experience.

January 6th, 2011

March 7th, 2011

June 2nd, 2011

Don't have a computer or internet access at home?

If you have registered for a continuing education computer class, you have access to computer labs to continue mastering your skills.

Computer Labs are available when classes are not scheduled.

Call for availability: 763-424-0880



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To receive this information in an alternative format, call 763-493-0555 (V) or 763-493-0558 (TTY).

