

I'M CONNECTED!

SMART COMMUNITIES 2.0: Technology that works for you...

All computer classes are FREE to community residents

November 2013 Computer Class Schedule

WEEK 1

INTRODUCTION TO COMPUTERS | 2:30 pm – 4:30 pm

November 4 | Computer Basics

November 5 | Internet Basics

November 6 | Email Basics

November 7 | Internet Safety & Security

November 8 | Intro to Job Search Sites

Open to the public

CWF JOB READINESS TRAINING | 11:00am – 12:00pm

November 4 | Jobs & Technology

November 5 | Internet & Email

November 6 | Using Microsoft Word

November 7 | Uploading, Posting & Attaching

CWF Participant only

WEEK 2

INTRODUCTION TO MS OFFICE | 2:30 pm – 4:30 pm

November 11 | Microsoft Word

November 12 | Microsoft Word

November 13 | Microsoft Word

November 14 | Microsoft Word

November 15 | Resume Workshop

Open to the public

CWF JOB READINESS TRAINING | 11:00am – 12:00pm

November 11 | Jobs & Technology

November 12 | Internet & Email

November 13 | Using Microsoft Word

November 14 | Uploading, Posting & Attaching

CWF Participants only

WEEK 3

INTRODUCTION TO MS OFFICE | 2:30 pm – 4:30 pm

November 18 | Microsoft Excel

November 19 | Microsoft Excel

November 20 | Microsoft Excel

November 21 | Microsoft Excel

November 22 | Using Excel in the Workplace

Open to the public

CWF JOB READINESS TRAINING | 11:00am – 12:00pm

November 18 | Jobs & Technology

November 19 | Internet & Email

November 20 | Using Microsoft Word

November 21 | Uploading, Posting & Attaching

CWF Participant only

WEEK 4

INTRODUCTION TO MS OFFICE | 2:30 pm – 4:30 pm

November 25 | Microsoft PowerPoint

November 26 | Microsoft PowerPoint

November 27 | Microsoft PowerPoint

Open to the public

CWF JOB READINESS TRAINING | 11:00am – 12:00pm

November 25 | Jobs & Technology

November 26 | Internet & Email

November 27 | Using Microsoft Word

CWF Participant only

FOR MORE INFORMATION CONTACT:

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