

COMPUTER SKILLS



**LEARN TO USE
COMPUTERS EFFICIENTLY**



**COMPUTER LITERACY
2019-2020 SESSIONS**

- Dec 6 - Dec 20, 2019
- May 8 - 22, 2020

Fridays, 4:00 - 6:00 p.m.

REGISTRATION: \$99

Basic Concepts | Practical Applications
Create Folders | Web Browsing | Email

**KEYBOARDING
2019-2020 SESSIONS**

- Jan 10 - Feb 14, 2020
- June 5 - July 17, 2020

Fridays, 4:00 - 7:00 p.m.

REGISTRATION: \$275

Type-by-touch | 25 WPM speed goal
Accuracy | Good keyboarding techniques



**ENROLL
TODAY!**

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