

February 2012 - Computer Workshops

Modified 1/5/20102

Mon	Tue	Wed	Thu	Fri
		1 Excel 1 \$10 9-12 Intro to Internet 1:30—3:30	2 Excel Formatting \$10 9-12	3 Open Lab 9-11 Prove It Testing by appt Learn to Apply on-line 1:30-3:30
6 Word 1 (day 1) \$5 9-11:30	7 Word 1 (day 2) 9-11:30 First Resume 1:30-3:30	8 Social Media 9-11 PowerPoint 1 \$10 1:30—4:30	9 Access 1 \$20 9-12 Spanish Computer Basics 1 1-3	10 Job Search with Linked In 9-11 Prove It Testing by appt Spanish Basics 2 1-3
13 Intro to Computers 9-11:30	14 Intro to Computers 1:30—4:00	15 Word 2 \$10 9-12 Intro to computers 1-4	16 Access Queries \$10 9-11:30	17 Open Lab 9-11 Prove It Testing by appt
20 President's Day Center Closed	21 Word 1 (day 1) \$5 9-11:30 First Resume 1:30-3:30	22 Word 1 (day 2) 9-11:30	23 Access Reports \$10 9-11:30	24 Open Lab 9-11 Prove It Testing by Appt
27 Word 3 \$20 9-12	28 Mail Merge \$10 2-4	29 Excel Functions \$10 9-12	Registration for any fee-based workshop (other than Word 1) will require a score of 80 or better on the Prove It! assessment. Testing is available by appointment only. To schedule an assessment call <u>Sharon Benoit at 858-2808</u> .	

Computer Workshop enrollment is limited to 12. There is no stand by list. If the list is full you may come in the day of the workshop to see if a seat becomes available. If customers who have enrolled are not present at the start of the workshop, those waiting will to allowed those seats on a first come, first served basis.