FREE
<u>COMPUTER CLASSES</u>

<u>Introduction to Computers</u>
M – TH   2:00 pm — 4:00 pm   (4 Days a Week)
Classes are in English

- Course designed for those with **basic computer** skills
- Introduction to computer usage, Windows, Internet, and Email
- Introduction to MS Word, PowerPoint and Excel

<u>MS Office: Graphics Marketing Tools</u>
M – TH   9:00 am — 11:30 am   (4 Days a Week)
Classes are in English

- Designed for students with **intermediate knowledge** of computers
- Focus on using graphics in MS Word, Excel, PowerPoint and Publisher
- Introduction to creating blogs, websites and other digital content online

REGISTRATION
**Thursday,
March 2nd &
Friday,
March 3rd
9:00 am – 4:00 pm**

Ph: (773) 564-4944

CLASS DATES
March 6th
to May 3rd, 2017

Basic & Intermediate Class Levels

ASIAN**HUMAN**SERVICES

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