



Beginner Computer Classes!

Upcoming Classes

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| • June 7 -- June 15 | 8:00 a.m. – 2:00 p.m. |
| • July 5 -- July 13 | 8:00 a.m. – 2:00 p.m. |
| • Aug 9 -- Aug 17 | 8:00 a.m. – 2:00 p.m. |
| • Sept 13 -- Sept 21 | 8:00 a.m. – 2:00 p.m. |

Phoenix College Downtown
640 N 1st Ave., Phoenix 85003 Lab PCDT-125

This 4 - day workshop is designed for those who have little or no computer background and wish to learn basic skills for the work-place. You will learn:

- ✓ Basics of Hardware, Memory and Software
- ✓ Introduction to Windows programs
- ✓ To work with the mouse, keyboard and printer
- ✓ Identify items on the screen and learn what they mean
- ✓ Create Word documents and learn how to save them
- ✓ Create a simple chart in the Excel program
- ✓ How to explore the internet and post your resume

SEE YOUR CAREER ADVISOR FOR MORE INFORMATION

Priority reservations provided to Military Veterans.

Equal Opportunity Employer/Program
Auxiliary Aids and services are available upon request to individuals with disabilities. Please contact 602-262-6776 or City TTY Relay/602-534-5500 as early as possible to coordinate needed arrangements.



City of Phoenix
Community and Economic Development Department