



Beginner Computer Classes!

<u>Upcoming Classes</u>	
• Jan 9 -- Jan 17	8:00 a.m. – 2:00 p.m.
• Feb 13 -- Feb 21	8:00 a.m. – 2:00 p.m.
• Mar 13 -- Mar 21	8:00 a.m. – 2:00 p.m.
• Apr 10 -- Apr 18	8:00 a.m. – 2:00 p.m.
Phoenix College Downtown 640 N 1 st 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