

COMPUTER TRAINING PROGRAMS

COURSE	DATES	TIME	FEES	COURSE CONTENT
BASIC COMPUTER	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 09:00AM TO 12:00 PM or FROM 12:00 TO 3:00 PM	\$ 75 FOR up to 30 HOURS	This course includes introductory lessons on the components of the computer and keyboard, basic computing concepts relating to Windows XP, and an introduction to Microsoft Word.
CLERICAL TRAINING	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 09:00 AM TO 12:00 PM OR FROM 12:00 PM TO 3:00 PM. TUESDAYS AND THURSDAYS FROM 6:00 PM TO 9:00 PM	\$ 150 FOR up to 48 HOURS, + 20 HOURS VOLUNTARY JOB PLACEMENT	There are three major focuses in this course: Business communication, MS Office, Career Search technique
ADVANCED COMPUTER	A NEW CLASS STARTS EVERY MONTH	SATURDAYS FROM 3:00 PM TO 05:30 PM	\$ 125 FOR UP TO 20 HOURS	Advanced MS word, Advanced Excel, Advanced PowerPoint, Web design.