

BEGINNING COMPUTERS

CENTRAL LEARNING ADULT
SCHOOL SITE

COURSE DESCRIPTION:

This course is designed to assist students with very little to no computer experience. Students will learn to maneuver the Microsoft Windows desktop, save and manage files, and search the internet for information. By the end of this course students will create and format files using both Google Suite and Microsoft Office applications.



COURSE SCHEDULE

TUESDAYS & THURSDAYS

1:00 PM - 4:00 PM