

Adult Computer Programs

Classes scheduled Monthly!

Basic Introduction to Microsoft Office – (2 evenings a week for 4 weeks) - (2 hour sessions)

This is an introductory class to the Office Suite (Word, Excel, and PowerPoint). You will spend time covering the overview of the programs with practical exercises and a complete review of all programs included in the Microsoft Office Suite of programs. **Cost: \$50 - Instructor: Jim Shipton**

Computer Fundamentals W/ Windows 10 - (3 Week Class)

No prior experience required. This three week course provides an introduction to using a personal computer. It introduces the use of the mouse, keyboard and the basic skills necessary to use Windows 10, including word processing and the internet. **Cost: \$45 - Instructor: Jim Shipton**

Computer Fundamentals 2 & 3 W/ Windows 10 - (6 Week Class)

This course provides continued understanding of the basic Windows 10 Functions, introduction to file creation and management, some control panel functions, more word processing, additional internet function including E-mail and basic computer peripherals (printer, removable storage, music). **Cost: \$45 Instructor: Jim Shipton**

LEARN WINDOWS 10 - (2 Week Class)

Windows 10 is familiar and easy to use, with lots of similarities to Windows 7- including the Start menu. It starts up and resumes fast, has more built-in security to help keep you safe, and is designed to work with software and hardware you already have. Let Jim guide you through the updates and answer all your questions.

Cost: \$45- Instructor: Jim Shipton

Personal Computer Repair - (3 Week Class)

A Byte of Prevention is worth a megabyte of cure. Home PC problems are unpredictable. When you have a PC problem it can be frustrating. In this class you will learn how to find it, fix it and what caused it. You will even learn how to build your own PC yourself. Some basic knowledge of computer required.

Cost: \$45 - Instructor: Jim Shipton

E-BAY CLASSES - (3 Week Class)

This class will show you the "Do's & Don'ts" of E-Bay buying & selling. You will learn proper registration for selling your items on E-Bay, item tracking, and pay-pal tips. You'll be making money in no time with ease.

Cost: \$45 - Instructor: Jim Shipton

*****Computer work packet & take home disc included in all classes*****

For additional information contact the West Melbourne Recreation Department
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321-837-7779