

Adult Computer Classes

At Beginner & Intermediate Level

Choice Of
Computer Basics & Word
Email & Internet * PowerPoint * Excel



Digital Literacy Skills
are the ABCs of the 21st Century

Do you know your ABCs?

Digital Literacy Rocks!

Enrolling Now

4 to 6-Week Sessions two days a week
Morning, Afternoon or Evening:

2022 Class Schedule

January 18 to February 24

March 22 to April 28

May 24 to June 30

July 26 to September 1

September 13 to October 20

October 11 to November 17

All classes are LIVE on Zoom
We start at YOUR skill level and
we move at YOUR pace

Regular small group fee \$383.00
One-on-one fee \$983
Payment Arrangements Available
Early Bird Registration is 3 weeks before each
session for a 15% discount

Other discounts and scholarship opportunities
(veterans, seniors, low-income, unemployed)

Group rates provided for organizations and
employers with multiple clients.

Call for details - We are waiting for you!

Phone: (707) 430-0120
E-mail: admin@digital-literacy.rocks
Website: www.digital-literacy.rocks

Class Schedule Subject to Change

Who Are Our Students?

- ◆ First Time Job Seekers
- ◆ Welfare-to-Work Clients
- ◆ Career Changers
- ◆ College Students
- ◆ Re-Entry Clients
- ◆ Business Professionals
- ◆ Entrepreneurs
- ◆ Veterans and Spouses
- ◆ Retirees / Seniors
- ◆ You!

Being nervous and scared is okay.
Doing nothing about it is not okay.

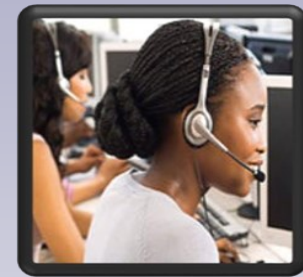
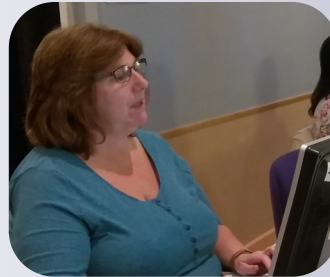
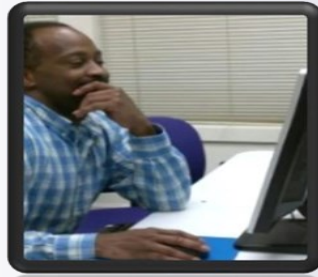
You Owe it to Yourself—Do it Now!

In 6 weeks, you could earn a
certificate like this - recognized by
employers across the U.S.



Join the class from your own computer or laptop!

Register and Learn from the Comfort and Safety of Your Own Home or Workplace



Learn Computer Basics and Microsoft Word

- Understanding how the computer works
- 6 Ways to Use the Mouse
- Creating and Managing Digital Files
- Creating Flyers, Forms and other Documents



Introduction to Excel

- Excel for Personal and Business Use
- Create simple budgets
- Track and display financial data
- Use simple Formulas and Functions
- Make Colorful Charts and Graphs



PowerPoint Presentations

- Make Attractive Presentations
- Use Animation to bring slides to life
- Create Professional Looking Presentations
- Insert Images, Charts and Video to excite your audience



*Classes are LIVE on Zoom two days a week and there's a spot for you. Yes, we'll teach you Zoom too.
Call or E-mail Today
(707) 430-0120 or email admin@digital-literacy.rocks*