Computer Workshops*

Winter 2020

1) STAYING SAFE ONLINE
Focus: Web browser, social media settings, passwords, security
Intermediate: 1/8, 1/15, 1/22 or
High-Beginner: 1/9, 1/16, 1/23

2) COMMUNICATION ONLINE
Focus: Gmail, Google Hangouts, Google Calendar
Intermediate: 1/29, 2/5, 2/12 or
High-Beginner: 1/30, 2/6, 2/13

3) PERSONAL FINANCE AND ORGANIZING INFORMATION
Focus: Google Sheets, finding information
Intermediate: 2/26, 3/4, 3/11 or
High-Beginner: 2/27, 3/5, 3/12

4) SEARCH AND PRESENTATION SKILLS
Focus: Google Slides, finding information
Intermediate: 3/18, 3/25, 4/1, 4/8 or
High-Beginner: 3/19, 3/26, 4/2, 4/9

*BEST classes are for anyone with Local 26 education benefits.

To get more information and sign up, please contact:
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