

Computer Adult Learning Centers

Updated 11/23/2013

Select location: Udall Armory Today's Date: _____

Cls #	Course Title	Day	Time
100	<input type="checkbox"/> <u>Intro to Computers and Basic Typing (3-week Beginner's class)</u> Introduction to computers with basic typing tutorial. (Prerequisite: None)	_____	_____
101	<input type="checkbox"/> <u>Getting Around in Windows</u> Learn computer fundamentals, work with windows, save/locate files & folders, back-up work, copy from internet.	_____	_____
201	<input type="checkbox"/> <u>E-mail and Internet</u> Email, Internet, Browsers, search engines, security. (Pre-requisite: Intro to Computers and an email address)	_____	_____
202	<input type="checkbox"/> <u>Microsoft Excel 2010</u> Record and organize information, create budgets and perform calculations on sets of data. (Pre-requisite: Intro to Computers)	_____	_____
203	<input type="checkbox"/> <u>Exploring Windows 7: Part 1</u> Learn the Windows 7 operating-system. (Pre-requisite: Intro to Computers Windows 7)	_____	_____
204	<input type="checkbox"/> <u>Microsoft Word 2010: Part I</u> Basic Word editing & formatting, ribbon toolbars, files & folders, cut/copy/paste, tabs & tables. (Pre-requisite: Intro to Computers)	_____	_____
205	<input type="checkbox"/> <u>Digital Imaging</u> Organize photos, import & enhance images. (Pre-requisite: Intro to Computers)	_____	_____
304	<input type="checkbox"/> <u>Microsoft Word 2010: Part 2</u> More in-depth word processing, paint program, greeting cards, templates, mail merge labels, clipart (Pre-requisite: Microsoft Word 2010 - Part 1.)	_____	_____
305	<input type="checkbox"/> <u>Photo Editing & Restoration</u> Learn advanced photo editing tools using Adobe PhotoShop Elements. (Pre-requisite: Digital Imaging class)	_____	_____
WS	<input type="checkbox"/> Check here if you are interested in a Friday Workshop. Call 721-7591 or check our website www.tucsoncalc.org to find out which workshops are currently being offered.		

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____ (Mandatory for Email-Internet Class)

Five-week Course Fees: Udall: \$50	Armory: \$40	
Three-week Beginner's Class: \$30	Workshop: \$15	TOTAL PAYMENT: _____
Please make checks payable to C.A.L.C.		Check # _____ Cash _____
Mail checks to: C.A.L.C. 7739 E. Broadway #308 Tucson, AZ 85710		

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