



FREE COMPUTER CLASSES
COMMUNITY TECHNOLOGY CENTER (CTC)
CLASS SCHEDULE
NOVEMBER – DECEMBER 2012

Course	Description	Class Dates
OPEN LAB 12:00pm to 5:00pm (Weekdays) 9:00am to 12:00pm (Weekends)	Practice session from October 2012 classes: <ul style="list-style-type: none"> • Microsoft Word • Microsoft PowerPoint • Microsoft Excel • Social Media Learn how to get a free e-mail account	Monday-November 5 Wednesday-November 7 Saturday-November 10 Tuesday-December 4 Thursday -December 6 Monday - December 10
WORD – Basic Resume Writing	Tips on How to Write an Effective Resume <ul style="list-style-type: none"> • Review of Effective Resumes (Examples) • Resume Templates in Microsoft Word • Prepare / update your resume Expert instructor hands-on assistance provided	Monday 19 November 2012 3:00pm to 6:00pm Monday 3 December 2012 3:00pm to 6:00pm
EXCEL – Basic Spreadsheets for Small Businesses	Learn to how prepare: <ul style="list-style-type: none"> • Budgets • Graphs • Charts 	Monday 12 November 2012 3:00pm to 6:00pm Monday 10 December 2012 3:00pm to 6:00pm
SOCIAL MEDIA Learning Social Media for Seniors	Learn about how to connect with friends and family: <ul style="list-style-type: none"> • FaceBook • Linked In • Twitter 	Saturday November 17, 2012 9:00am to 12:00pm Saturday December 8, 2012 9:00am to 12:00pm

Free Classes – Funded by State of Illinois
Call us to enroll:

Southtown Family Center
 1116 South 15th Street
 Mt. Vernon, IL 62864-0725
www.SouthtownFamilyCenter.com
southtown@mvn.net
 618-242-4077 (Phone)

Don't Miss Out.

Call us today
 to enroll.