



Computer Literacy

Level 1



Madera Adult School • 2037 W. Cleveland Ave. • Madera CA 93637 • (559) 675-4425
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The Computer Literacy training program provides an easy-to-understand platform for students to grasp computer literacy concepts and skills. You will learn how to identify computer hardware and software, how to use your computer, understand an operating system, and use the Internet. You will also learn the basics of word processing, presentation, and spreadsheet applications.

The material is presented in a step-by-step manner, which will provide students with a hands-on experience.

This course will equip learners with the basic foundations of computer literacy to build the confidence and foundational skills to meet the many challenges of tech-centered environments. Upon completion of this program students will be prepared for the Advanced Computer Literacy, Microsoft Office Specialist, or QuickBooks Courses.

Goals & Purposes (Course Outcomes):

- Gain a foundational understanding of computing.
- Gain skills for working in an Internet or networked environment.
- Learn popular word processing, spreadsheet, and presentation applications and the common features of all applications.

Note:

- Class will be offered on Mondays from 12:30 pm to 3:30 pm
- This course is open enrollment.
- Office Hours - Monday through Thursday 8:30 am to 11:30 am
- Wednesday & Thursday 5:00 pm to 7:00 pm, Office CLOSED on Fridays
- Course is Free

All information on this page is subject to change

Register for this career at Madera Adult School
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Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.