NEW, *EXPANDED* BEGINNER LEVEL COMPUTER COURSE @ DREW HAMILTON SUNY ATTAIN COMPUTER LAB

How to Use Your Windows Computer/Laptop

▶ *Instructor-led*, <u>On-line</u> computer course for those with limited computer skills

▶ <u>Jan.4 – Feb.25</u>; Monday through Thursday, 9am – 11am; **8 Weeks**, **30** Sessions, **60** hours of training

▶ Hands-on Introduction to Word Processing, Spreadsheets, Using the Internet & Email

▶ Learn to download, save and manage computer files; Use the Windows Operating System

▶ Use Online Tutorials & Assessments: Microsoft Digital Literacy, GCFGlobal & NorthStar Learning Resources – to improve one's computer proficiency.

▶ Multiple-Certificate Course!

ALL TRAINING IS *FREE!!*

❖ <u>On-Line Registration Required:</u> www.dhh.sunyattain.org, Select Red Button: "Enroll at ATTAIN"

❖ For more information, please email: **michael.roberts@attain.suny.edu** or leave a message at **212-281-2040 -** ATTAIN Lab phone

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