

Learn Computer Basics and More!

Adult Education Spring 2019 Computer Classes



Belleville Campus, 2500 Carlyle Ave., MC – Room 1421

Keyboarding	Jan. 23, 28, 30, Feb. 4, 6	M/W	5:30-8:20 p.m.
Introduction to the Internet	Feb. 18, 20, 25, 27, March 4, 6	M/W	5:30-7:55 p.m.
Computer Basics	March 25, 27, April 1, 3, 8, 10	M/W	5:30-7:55 p.m.
Introduction to Spreadsheets	April 22, 24, 29, May 1, 6, 8	M/W	5:30-7:55 p.m.

Preregistration is required. Call 618-235-2700, ext. 5521, to register for these classes.

East St. Louis Community College Center, 601 James R. Thompson Blvd., Room 1002

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Introduction to Spreadsheets	April 22, 24, 29, May 1, 6, 8	M/W	5:30-7:55 p.m.

Preregistration is required. Call 618-874-6526 to register for these classes.

Sam Wolf Granite City Campus, 4950 Maryville Road, Room 534

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Preregistration is required. Call 618-931-0600, ext. 7396, to register for these classes.

Keyboarding

Learn and enhance typing/keyboarding skills. This class is suggested as a preparation class for Microsoft® Word®.

Computer Basics

Gain basic computer knowledge and familiarity with the Windows® operating system and the internet.

Introduction to the Internet

Learn how to access the internet, utilize search engines, locate web sites, download files and documents and exercise caution where necessary.

Introduction to Spreadsheets

Learn to use Microsoft® Excel® to create, format and save spreadsheet documents for the purpose of organizing, storing and analyzing data.

These computer classes are offered **FREE** to qualifying adult learners.

Courses are not affiliated with, nor have they been authorized, sponsored or otherwise approved by Microsoft Corporation. Windows® is a registered trademark of Microsoft Corporation in the United States and other countries.



Adult Education Computer Classes:

618-235-2700, ext. 5521, or 866-942-SWIC (7942), ext. 5521
infoadulted@swic.edu

Adult Education is an equal opportunity educator and employer. Reasonable accommodations are available upon request.

For the purpose of compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 33.75 percent (\$394,285) of federal funds were used to support adult education programs.