



Computer Skills for Work Success

Castro Valley Adult and Career Education

GETTING BACK INTO THE WORKFORCE AND NEED COMPUTER SKILLS?

Strengthen your job performance and employability prospects by learning Windows operating systems:

- ➔ **Training in both Windows XP and Vista**
- ➔ **Learn windows navigation**
- ➔ **Working with Files and Folders**
- ➔ **Working with Programs**
- ➔ **Using Paint to edit images and text**
- ➔ **Using WordPad to type and edit text**
- ➔ **Using the Internet to search the web and use email**
- ➔ **Much more...**

Saturdays, 9:00 am - 3:00 pm
September 25 - October 23 , 2010
(No class 10/9)

\$79.00 + textbook

Competency based certificate awarded upon successful completion. Instruction is taught in both Windows XP and Windows Vista Operating systems.

REGISTRATION:

Online: www.cvadult.org

In person: 4430 Alma Avenue, Castro Valley

By phone: 510-886-1000



Great Students - Great Staff - Great Expectations!