

# Adult Computer Classes

At Beginner & Intermediate Levels

Choice Of  
Computer Basics \* Word  
Email & Internet \* PowerPoint \* Excel



Digital Literacy Skills  
are the ABCs of the 21st Century

Do you know your ABCs?

## Digital Literacy Rocks!

### Enrolling Now

4 to 6-Week Sessions 1 to 2 days a week  
Morning, Afternoon or Evening:

#### 2023 Class Schedule

January 17 to February 23

March 14 to April 20

May 23 to June 29

August 15 to September 21

October 19 to November 16

All classes are LIVE on Zoom  
We start at YOUR skill level and  
we move at YOUR pace

Monthly Membership \$139 down, \$39/month  
Regular small group Instruction \$383.00  
One-on-one Instruction \$983

**Payment Arrangements Available**  
**Early Bird Registration is 3 weeks before**  
**each regular session for a 15% discount**

**Other discounts and scholarship available**  
**for veterans, seniors, low-income,**  
**unemployed**

**Group rates provided for organizations and**  
**employers with multiple clients.**

Call or Text: (707) 430-0120  
E-mail: [admin@digital-literacy.rocks](mailto:admin@digital-literacy.rocks)  
Website: [www.digital-literacy.rocks](http://www.digital-literacy.rocks)

Class Schedule and Fees Subject to Change

## Who Are Our Students?

- ◆ First Time Job Seekers
- ◆ Career Changers
- ◆ College Students
- ◆ Re-Entry Clients
- ◆ Business Professionals
- ◆ Entrepreneurs
- ◆ Veterans and Spouses
- ◆ Retirees / Older Adults
- ◆ You!

Being nervous and scared is okay.  
Doing nothing about it is not okay.

You Owe it to Yourself—Do it Now!

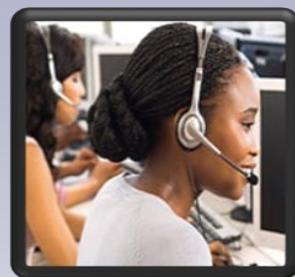
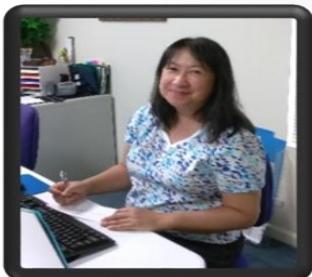
In 6 weeks, you could earn a certificate  
like this - recognized by employers  
across the U.S.

Call for details—we are waiting for you.



# Join the class from your own computer or laptop

Register and Learn from the Comfort and Safety of Your Own Home, Workplace or Program Location



## Learn Computer Basics and Microsoft Word

- Understanding how the computer works
- 6 Ways to Use the Mouse
- Creating and Managing Digital Files
- Creating Flyers, Forms and other Documents



## Introduction to Excel

- Excel for Personal and Business Use
- Create simple budgets
- Track and display financial data
- Use simple Formulas and Functions
- Make Colorful Charts and Graphs



*Classes are LIVE on Zoom one or two days a week and there's a spot for you. Yes, we'll teach you Zoom too.*

*Call, Text or E-mail Today  
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## PowerPoint Presentations

- Make Attractive Presentations
- Use Animation to bring slides to life
- Create Professional Looking Presentations
- Insert Images, Charts and Video to excite your audience

