

COMPUTER LEARNING CENTER

P.O. Box 6502, Clearwater, FL 33758



www.SimplePC4U.com



OFFICE: 727.447.3067

21-Century Computer Literacy Skills

Everyone Needs!

Job-Seekers, Students, Businesses, College Students, Parents, and etc.

Computer Literacy is the ability to use computers and related technology applications efficiently, with a range of skills from at least BASIC to INTERMEDIATE.

To Get Started and to register - Call 727.447.3067

Or

E-mail: simplepc4u@aol.com

If you want a class that is not listed, just call or email us.

OFF-SITE COMPUTER TRAINING:

☞ Private Adult Computer Training (Individuals) ☞ Business Professional (Private /Group) ☞
☞ Others –Private Groups – Communities, Clubs, etc. ☞

Operating System: Windows

Windows Level 1
Windows Level 2

Word Processing: MS Word

Word Level 1
Word Level 2

Spreadsheet: MS Excel

Excel Level 1
Excel Level 2

Presentation: MS PowerPoint

PowerPoint Level 1
PowerPoint Level 2

Other

Basic Computers
Keyboarding (touch typing)

Internet

Internet, Email, & Search

<<< ALL COURSES require students to have a LAPTOP and SOFTWARE >>>

Classes offered are based on demand - Businesses call the Director

TO REGISTER FOR A CLASS: CALL – 727.447.3067 OR EMAIL: simplepc4u@aol.com

REFUNDS: Requests given up to 3 working days before the class begins.

RETURNED CHECK: A \$45 fee will be charged for each returned check

***Reserve the right to change class, # of students, date, time, price, etc.**