

COMPUTER LEARNING CENTER

P.O. Box 6502, Clearwater, FL 33758 ☎ www.SimplePC4U.com ☎ OFFICE: 727.447.3067

21-Century Computer Literacy Skills

ALL COURSES ARE: In-Person - Instructor-Led - Hands-on Training

<p>Job-Seekers, Adults, Students, Parents, Seniors, Businesses, etc. Computer Literacy is the ability to use a computer, and software efficiently with a range of skills from at least BASIC to INTERMEDIATE.</p>		
<p>COMPUTER COURSES</p>		
<p><u>Operating System</u> Windows Level 1 Windows Level 2</p>	<p><u>Word Processing</u> Word Level 1 Word Level 2</p>	<p><u>Spreadsheet</u> Excel Level 1 Excel Level 2</p>
<p><u>Presentation</u> PowerPoint Level 1 PowerPoint Level 2</p>	<p><u>Other</u> Basic Computers Keyboarding (touch typing)</p>	<p><u>Internet</u> Internet, Email, & Search</p>



<<< REQUIREMENTS FOR STUDENTS: >>>



ALL COURSES require students to have a Computer, Software Installed & Internet access

<p>PRICING</p> <ul style="list-style-type: none"> ● <u>In-Person training</u> for individuals or groups at their location ● Courses are priced based on the number of students ● Fees to be paid in advance or on the day of service ● Fees can be paid in Cash, Check or PayPal (additional fee) ● Fees include instructions, course handouts, certificate of completion, and limited technical support. ● Length of each course: 4 hours of instructions and <u>one-hour review</u> - contact instructor to arrange sessions (1 to 3). Email: primary communication ● Date and Time are flexible (speak w/ instructor). <p>NOTE</p> <ul style="list-style-type: none"> ● All instructors are degreed and experienced. ● Health & safety: we follow the CDC guidelines for social distancing and sanitization. ● Additional fee may apply if distance is more than 10 miles. 	
<p>Number of Participants</p>	<p>Fee Per Course</p>
<p>Up to 3</p>	<p>\$299.00*</p>
<p>4 to 8</p>	<p>\$250.00*</p>
<p>Pay Via: </p>	

To Get Started /Register: Email: simplepc4u@aol.com or call 727.447.3067 (leave message).

REFUNDS: Requests given up to 2 working days before the class begins. RETURNED CHECK: A \$45 fee will be charged for each returned check
 Updated: 11/01/22 *Reserve the right to change class, # of students, date, time, price, etc.