



Western Addition Beacon Center Adult Computer Curriculum

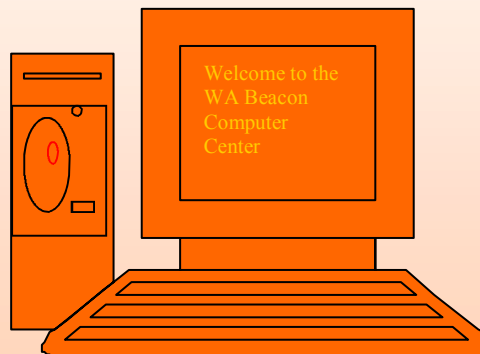
**Gain the knowledge to empower,
create, and perform!!!**

Location:

John Muir Elementary School
380 Webster Street
(between Page and Oak streets)
Room 24. Classes to begin Feb- - 08.

Purpose

To introduce the uses, functions, and tools of Personal Computers and establish a base of computer knowledge and fundamental skills.



Learn practical computer skills for FREE!!!

Week 1 & 2 **Microsoft Suite: Word, Excel, Power Point, Publisher.**

Internet Basic: Internet searches and Search engines; resume writing And Job searching on the net. Short cut keys for Microsoft office suite (Word, Excel and Presentation). Typing for word processing. Report writing analysis for word documents, Excel Spreadsheet, PowerPoint Presentation and MS Publisher.

Description-

This class meets every andfor four weeks in Rm. 24 of John Muir Elementary School. In this class you will be briefed on the operation of a PC, starting with computer terminology, the windows operating system and interfaces, and startup and shutdown procedures. As the class progresses we will move on to typing, installing devices, and finally touch on a few of the powerful programs in Microsoft Office Suite (Word, Excel, PowerPoint and Publisher, etc...).

Week 3 **Computer Graphic, and Web Design: (html codes and tags)**

Computer Graphic Design

Home web page design and store as an html file, view home page in a web Browser, and familiarity with html codes and tags editing .

Description-

Learn to use graphic Application such **Gimp, MS Paint**, and other open Source Graphic design applications.
After finishing this course, participants will be able to identify graphic Applications and their functions. In Addition, participants will be able to scan a Document and edit it for web site building and publishing.

Week 4 **Computer Software installation and hardware assembly.**

Computer Software and hardware Installation and assembly:

Computer Software Installation and hardware assembly. Internet connection Via DSL and dial-up. Basic hardware terminology and components assembly Software terminology and application installation.

Description-

After this class, participants will be able to take all computer Components apart and re-assemble them; and participants will be able to install Window Operation system and connect it to the internet via DSL or dial-up connections.

Call Lakhmi at 415-749-2714 to register today!!