

# FREE & OPEN TO THE PUBLIC

## Introduction to Computers

6 week program - meets every Wednesday 10AM-11AM

OCTOBER 3, 2018 - NOVEMBER 7, 2018

 **CAREER CENTER** Goodwill Administrative & Career Development Office  
1220 Outer Park Dr. Springfield, IL 62704



*Whether new to computing or just brushing up on your skills, our FREE computer class can help.*

*From computer basics and online safety to social media and cloud storage, we cover a wide range of free technology topics.*

Intro to Computers 101	October 3 10AM-11AM
Intro to Computers 102	October 10 10AM-11AM
Intro to Computers 103	October 17 10AM-11AM
Intro to Computers 104	October 24 10AM-11AM
Intro to Computers 105 (Part I)	October 31 10AM-11AM
Intro to Computers 105 (Part II)	November 7 10AM-11AM

*Class size is limited.  
Register today!*

*Have questions or ready to register?*

**Call Laura Kuhl (217) 789-0400  
or Email [laura.kuhl@llgi.org](mailto:laura.kuhl@llgi.org)**

*Details for each course on the back of this flyer!*



**Land of Lincoln Goodwill Industries**  
**1220 Outer Park Drive**  
**Springfield, IL**

## **Introduction to Computers Class Schedule**

**Introduction to Computers 101** *Wednesday, October 3, 2018*

**10:00 am - 11:00 am**

Computer Basics - Whether new to computing or just brushing up on your skills, our FREE computer class can help. From computer basics and online safety to social media and cloud storage, we cover a wide range of free technology topics.

**Introduction to Computers 102** *Wednesday, October 10, 2018*

**10:00 am - 11:00 am**

Microsoft Suite - Explore the Microsoft Office suite. Learn to write documents, take notes, create spreadsheets, and more. Our Office training covers a wide range of software titles including Excel, Publisher, Outlook, SharePoint, Word, Access and PowerPoint.

**Introduction to Computers 103** *Wednesday, October 17, 2018*

**10:00 am - 11:00 am**

Google Business Suite - Learn to write documents, take notes, create spreadsheets, digital presentations and more. Our training covers a variety of apps including Drive, Docs, Slides, Sheets, Forms and Hangouts.

**Introduction to Computers 104** *Wednesday, October 24, 2018*

**10:00 am - 11:00 am**

Cybersecurity - A set of basic techniques used to protect the integrity of networks, programs and data from attack, damage or unauthorized access.

**Introduction to Computer 105 (part 1)** *Wednesday, October 31, 2018*

**10:00 am - 11:00 am**

Google Sheets - Learn to create Spreadsheets, Track Projects, analyze data, and perform basic calculations using formulas and basic math.

**Introduction to Computers 105 (part 2)** *Wednesday, November 7, 2018*

**10:00 am - 11:00 am**

Google Sheets - Learn to create Spreadsheets, Track Projects, analyze Data, and perform basic calculations using formulas.

**Email [Laura.Kuhl@llgi.org](mailto:Laura.Kuhl@llgi.org) or call (217) 789-0400 to register.**