



Introduction to Computer Basics

**Explore the world of computers
through hands-on interactive sessions.**

This basic course is designed for beginners to learn effectively through practice using up-to-date equipment.

Topics include:

- concepts and terminology
- keyboarding
- file management
- basics of Windows, Word, Outlook, and the Internet

Class Times

Session 1: January 18, 20, 25, 27
Tuesdays & Thursdays @ 2 - 4 pm

-or-

Session 2: February 5, 12, 19, 26
Saturdays @ 10 am - 12 noon

-or-

Session 3: March 8, 10, 15, 17
Tuesdays & Thursdays @ 3 - 5 pm

-or-

Session 4: April 5, 7, 12, 14
Tuesdays & Thursdays @ 1 - 3 pm

**Register at the Reference Desk
or call (716)433-5935, ext. 3**

Participants will be considered students in the Learning Pathways Program at Niagara County Community College.

Participants will receive a certificate at the completion of the course and NCCC will keep a permanent record of coursework completed.



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January 2011: Session 1						
S	M	T	W	T	F	S
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30	31					

February 2011: Session 2						
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March 2011: Session 3						
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April 2011: Session 4						
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