

# FREE COMPUTER CLASSES & JOB TRAINING

OPEN TO THE PUBLIC OF THE TRIANGLE AND SURROUNDING AREAS

Taught by IFCTCC Volunteers @ Wade Edwards Learning Lab (WELL) in Raleigh

Please self-register as soon as possible by email or telephone:

Please include your first name, last name, email, evening phone number, and desired class(es).  
[ifctccregister2012@gmail.com](mailto:ifctccregister2012@gmail.com) / OR /

If you do not have email, call and leave the information requested above at **919-821-2686**

**Spring Session 2012 is approximately 9 Weeks**

**\*\*\* NO CLASSES during Spring Break Week of April 2 – 6, 2012 \*\*\***

Mon. Feb. 27-Apr. 30	Tues. Feb. 28-May. 01	Wed. Feb. 29 -May. 02	Thur. Mar.01 -May.03
<p><b>6PM-8PM ADVANCED EXCEL 2010</b> Spreadsheets and formulas</p>	<p><b>6PM-8PM BASIC WORD 2010</b> Word Processing (Prerequisite: Windows Basic)</p>	<p><b>6PM-7PM WINDOWS 7</b> Basic Computer Intro</p> <p><b>7PM-8PM ADVANCED POWERPOINT 2010</b> Making Advanced PPT Presentations (Prerequisite: Basic PowerPoint)</p>	<p><b>6PM-8PM BASIC WEB DESIGN</b> Adobe DW, CS3, CS4 &amp; CS5 (Prerequisite: Basic Word)</p>
<p><b>6PM-8PM SQL</b> Programming</p>	<p><b>6:00PM-8PM Basic Excel</b> Basic Spreadsheets</p> <p><b>6:30-8PM Resume Writing &amp; Job Hunting in 2012</b></p>	<p><b>6PM-7PM Internet Surfing</b> Learn your way around the Internet</p> <p><b>7PM-8PM Keyboarding</b> Keystrokes and Typing</p>	<p><b>6PM-8PM VMware Workstation</b> Computer networking connecting 2 or more computers (Prerequisite: Know- ledge of Windows XP)</p>

**Optional Self Study/Practice Times:** Mon-Thurs 5PM-8:00PM, Fri 5PM-7PM, Sat/Sun=Closed

You may take any/all classes from the above schedule. **NOTE:** On-time attendance is expected.

The International Free Computer Training and Charitable Center (IFCTCC) provides professional volunteer trainers/instructors. See details at [www.ifctccraleigh.org](http://www.ifctccraleigh.org).

*Our non-profit mission is to train and educate Triangle residents interested in enhancing computer skills and job marketability!*

Need more info? Contact one of our trainers: Joe Mabilia: [jmabilia2001@yahoo.com](mailto:jmabilia2001@yahoo.com); Jason Starin: [jason@jasonstarin.com](mailto:jason@jasonstarin.com); Gyan Gupta: [gyanofcary@yahoo.com](mailto:gyanofcary@yahoo.com)

**ORIENTATION IS REQUIRED:** Questions will be addressed at Orientation (attend either session):

Wednesday, February 22, 2012, or Thursday, February, 23, 2012, anytime between 6pm-8pm at WELL.

WELL (Wade Edwards Learning Lab) provides computer facilities & support staff and is funded by the Wade Edwards Foundation, 714 Saint Mary's St., Raleigh, NC 27605 (Located near the intersection of Peace Street, across from Broughton High School). Free parking at WELL (front or back) or in Broughton HS parking lot across the street.

**DIRECTIONS:**

<u>From Hillsborough Street or Peace Street</u>	<u>From Glenwood Avenue or Wade Avenue</u>
From East Heading West: Turn Right (North) onto St. Mary's Street	From East Heading West: Turn Left (South) onto St. Mary's Street
From West heading East: Turn Left (North) onto St. Mary's Street	From West heading East: Turn Right (South) onto St. Mary's Street