

Saint Joseph High School

328 Vine St.
Hammonton, NJ 08037
609-561-8700
www.stjoek12.org

INTRODUCTION TO COMPUTERS I

Teacher: *Mr. Michael Falciani*

This 5 session course covers the fundamentals of using a personal computer with Microsoft Windows. It provides hands-on training in the use of a mouse and the skills necessary to use Windows. No Prior experience is required. The course is designed to make the student feel comfortable using a computer. It also covers how a computer works and introduces some popular computer applications including word processing and the Internet.

This course is also intended for anyone who wants to know more about the computer before deciding to buy one. You do not need to have a computer to take this course. Everything will be provided in the course.

This course is 1 week long with 5 sessions per week. The price of this course is \$60.00 including a \$10.00 Registration Fee, payable at the time of registration. There are a maximum number of 15 students for this section. If there is an over flow after 15 another section will be added. There are a minimum number of 5 for this class to be held.

SCHEDULE

Section 1

July 26th – 30th, 2010
10:00am – 11:00am

Section 2 – Will be added only if Section 1 is full and there are at least 5 or more people interested in registering.

July 26th – 30th, 2010
11:30am – 12:30pm

To register call Rhonda Bianchini at 609-561-8700 ext. 108

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INTRODUCTION TO COMPUTERS II

Teacher: *Mr. Michael Falciani*

This 5 session course is the follow-up to Introduction to Computers I. The course covers the operations of windows. File management, using a word processor, sending and receiving e-mail with attachments and using a browser to find information on the Internet. Graduates of this course should be able to use a personal computer productively at home.

Important: Introduction to Computers I must be completed before taking this course.

This course is 1 week long with 5 sessions. The price of this course is \$60.00 including a \$10.00 Registration Fee, payable at the time of registration. There are a maximum number of 15 students for this section. If there is an over flow after 15 another section will be added. There are a minimum number of 5 for this class to be held.

SCHEDULE

Section 1

August 2nd - 6th, 2010
10:00am - 11:00am

Section 2 - Will be added only if Section 1 is full and there are at least 5 or more people interested in registering.

August 2nd - 6th, 2010
11:30am - 12:30pm

To register call Rhonda Bianchini at 609-561-8700 ext. 108