

# The Computer Learning Center

*Come knock on the glass door just left of the Step Up on 5th Street residential entrance!  
("Step Up on 5th" is at 1548 5th Street, between Broadway and Colorado, west side of street)*

## **Computer Basics Course: *Thursday 10:30-11:30***

This weekly class introduces students who have no prior knowledge of computers to the world of computing. The teacher will instruct the students about the different parts of a computer, how to power up the computer, how to use a mouse, how to start a program, and how to use a web browser.

## **Intermediate Computer Skills Course: *Tuesday 10:30-11:30***

The teacher covers several revolving subjects, including how to create a simple document, how to use email, how to use an operating system, how to use the internet, how to socially network, and how to search for information.

## **Microsoft Office Basic Course: *Monday, Wednesday, Friday 12:30-2:30***

This self-paced program offers instruction on the basics of Microsoft Office applications by using a fully interactive simulation for guided hands-on training. Microsoft applications will allow the student to write documents, create presentations, construct spreadsheets, construct databases, make websites, and create cards and other publishable materials.

## **Computer Repair and Maintenance Course: *Monday, Wednesday, Friday 12:30-2:30***

This self-paced video course offers a detailed introduction to computer hardware, including components, peripherals, repair, basic maintenance, security, networking, and installing/ troubleshooting operating systems and other software. This course is ideal for those students who wish to become computer repair technicians.

## **Also Offered: *Monday, Wednesday, Friday 12:30-2:30***

Online College Course Support and Online Lectures teaching all manner of subjects including mathematics, science, languages, and many more!

Call: 1-310-894-6974 or Email: [learningcenter@stepuponsecond.org](mailto:learningcenter@stepuponsecond.org)