

Curtis Hall / Jamaica Plain Community Centers
COMPUTER LEARNING CENTER

COMPUTER COURSE SCHEDULE - SPRING 2010

| COURSE NAME | BEGINS | TOTAL NUMBER OF CLASSES | DAYS | TIME | TOTAL FEE Adults / Teens or Seniors |
|---|----------|-------------------------|------------------|------------------|--|
| Public Internet & Computer Access | -- | N/A | Weekdays | 2:45-4:00 p.m. | FREE |
| One-on-one Instruction for anyone with specific questions on popular software, hardware, Internet, Email. (Contact us for details) | Weekly | 1 | Mondays | 11:00-12:00 p.m. | \$10 / \$5 |
| | | | Wednesdays | 11:00-12:00 p.m. | |
| | | | Fridays | 11:00-12:00 p.m. | |
| | | | Mondays | 4:00-5:30 p.m. | \$15 / \$8 |
| | | | Wednesdays | 4:00-5:30 p.m. | |
| | | | Fridays | 4:00-5:30 p.m. | |
| Microsoft Office XP Tutorial (Word, Excel, Access, PowerPoint, Outlook) | March 25 | 9 | Thursdays | 11:00-12:00 p.m. | \$5 / \$3 |
| | | | Thursdays | 4:00-5:30 p.m. | \$7 / \$4 |
| Introduction to Keyboarding / Typing | April 5 | 9 | Mon. Wed. Friday | 12:15-1:15 p.m. | \$3 / \$2 |
| | May 3 | | | | |
| Job Search / Resume Help | Weekly | 1 | Tuesdays | 12:15-1:15 p.m. | \$2 / \$1 |
| Introduction to Office 2007 (Word, Excel PowerPoint) | April 6 | 6 | Tuesdays | 4:00-5:30 p.m. | \$30 / \$15 |

Enrollment

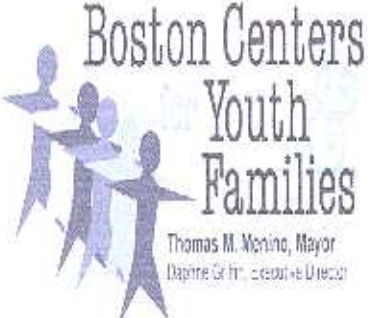
- Last day of enrollment is one week before the course is scheduled to begin.
- All registrations must be accompanied by payment in full at time of registration.
- To enroll in-person please visit us during our walk-in Public Access hours.
- Enrollment by mail is also available for your convenience. Contact us for details.

Contact us: (617) 635-5193 ext.133 or visit: JPCommunityCenters.com

Youth Time @ the Computer Learning Center

During our daily free public-access hours, we offer a safe and supporting environment for youth to do their school-work, socialize, use our computer software, and access the Internet.

► Weekdays: 2:45 – 4:00 p.m. or whenever class is not in session.



**Boston Centers
for Youth
and Families**

Thomas M. Morino, Mayor
Daphne Griffin, Executive Director

**Curtis Hall
Community Center**

**COMPUTER
LEARNING CENTER**

20 South St. Jamaica Plain

617.635.5193 x133