

# Afraid of Computers? WE CAN HELP!

**Are you feeling anxiety about the state of your computer skills?**

**Are you returning to school after a long period out of school?**

The Computer Crash Course is a **4-hour, non-credit, non-graded** course designed to boost your basic computer skills so that you can effectively navigate your courses and access services at CPTC. Some topics that will be included in the course:

- ✓ How to use a mouse and mouse pad
- ✓ How to turn on a computer and do simple trouble shooting
- ✓ How to get on to the internet and access password protected sites from multiple electronic devices
- ✓ How to set up and check email
- ✓ How to navigate the CPTC website
- ✓ How to access Canvas (the College's Learning Management System used for online and hybrid courses).

The class will also assist students with understanding which electronic tools (smart phone, tablet, laptop, desktop) are best suited for which the type of tasks that will be required for completing and submitting assignments.

**Crash Course is FREE for students who are starting their first quarter at CPTC.**

**4 Sessions to choose from!**

- Session 1 – 9/17/18:  
9am – 1pm
- Session 2 – 9/17/18:  
5pm – 9pm
- Session 3 – 9/18/18:  
1pm – 5pm
- Session 4 – 9/19/18:  
9am – 1pm

**Limited spaces are available.**

**Registration is required.**

**CALL TO REGISTER:  
253.589.5575  
253.589.5839  
253.589.5583**

**Location:  
Building 21, Room 104**

**Find out more!**

Workforce Development and Continuing Education | 253-589-5575

