



Digital Basic Skills

**Fridays, 10 am - 12 pm (Morning session)
and 1 pm - 3 pm (Afternoon session)**

DIGITAL BASICS SKILLS class is designed for anyone with limited or no previous experience with computers. This course is work at your own pace and focuses on the skills that you want to learn!

- Mouse and keyboard skills
- How to safely use the internet
- How to create and use an email
- Basic functions of a computer operating system
- How to send an attachment, photo or link
- How to use devices such as a smartphone or tablet

DIGITAL BASIC SKILLS is a **FREE** class which leads into ENCORE, WORKFORCE DEVELOPMENT ACADEMY, and GOOGLE ACADEMY.

805-289-1744

