



**JOHN A. LOGAN COLLEGE
CONTINUING EDUCATION DEPARTMENT**

The Continuing Education Department will offer
the following training to the general public.

EARLY CHILDHOOD EDUCATORS COMPUTER BASICS

6ACE 212, Section 26, Fall Semester

DATE: Wednesday, September 29, 2010

Thursday, September 30, 2010

Wednesday, October 6, 2010

Thursday, October 7, 2010

TIME: 6:30PM – 8:00PM on 9/29/2010

6:30PM – 8:30PM on all the other days

ROOM: H125 (Workforce Development Bldg.)

FEE: FREE

SUBJECT AREAS OF INSTRUCTION:

- Basics of Computers
- Internet Skills Information on Favorites
- Website Understanding- JALC, CCR & R, INCCR&R and Gateways
- Setting up Hotmail Account & Face Book
- Download Files and Pages
- MS Word Basics
- Installing Adobe Reader
- Use and Understanding Antivirus Software, Downloads & Spy Ware.

INSTRUCTOR:

Kim Neace, John A. Logan College

CONTACT:

Child Care Resource & Referral (**CCR & R**) at (618) 985-5975
or 1-800-548-5563.

Must attend all trainings to receive a .5 college credit or 7.5 hours in-service certificate

SEATING IS LIMITED TO 20 STUDENTS!