

Norwescap Career Life & Transitions Center

# FREE COMPUTER CLASSES

## Course Schedule

**TIME:** 9:15 am to 1:30 pm

**LOCATION:** Flemington United Methodist Church | 116 Main Street, Flemington, NJ 08822

### Introduction to Microsoft PowerPoint

Day 1: Tuesday, June 3

Day 2: Thursday, June 5

Day 3: Tuesday, June 10

### Virtual Communications (Hybrid)

Thursday, June 12

### Introduction to Coding

Tuesday, June 17

### Drop-In Open Class/ Skills Brush Up

Wednesday, June 18

## Reach Out Today to Register!

Email: [cltc@norwescap.org](mailto:cltc@norwescap.org)

Warren & Hunterdon: (908) 788-1453

Somerset: (908) 900-0060 x1503

## Course Descriptions

### Introduction to Microsoft PowerPoint

This three-session class covers all the essentials including using templates, text, color, images/ photos, and embedding videos to customize presentations and engage your audience. You'll also learn business presentation guidelines, practice presenting with class exercises, and more!

### Virtual Communications (Hybrid In-Person or Virtual)

Learn to use Microsoft Teams and Zoom effectively in this course designed for remote communication and collaboration.

### Introduction to Coding

Learn how coding works and how easy it is to create and generate your own coded creation. This class is perfect for anyone who is curious about careers in IT and wants to sample what it is like to code and program.

### Open Class/ Skills Brush Up

This drop-in session\* is for anyone who has previously taken a computer class with us to revisit past lessons, obtain tech support, or get work done with a teacher on stand-by to answer questions if you get stuck! Bring your personal devices for troubleshooting or use our computers to practice your skills, work on resumes, or complete job applications.

\*Registration still required



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