

PhippsCDC Educational Technology at West Farms Technology & Career Center

 Phipps Community Development Corporation

1071A East Tremont Avenue
Bronx, New York 10460

Phone: 718-620-1900

Email: wftcc@phippsony.org

Classes: 3pm to 4:30pm & 6pm to 7:30pm

June 2009 – Microsoft Word Intensive

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Computer Basics: 2, 4, 9 and 11

Learn the basics of using the mouse, the keyboard, and internet.

Microsoft Word: 16, 18, 23, 25 & 30

This application is a business tool. Learn how to use up to 4 toolbars. Many topics will be covered such as for-matting, creating tables, and other functions.

OPEN LAB:

Mon & Wed 1pm-5pm / Tues & Thurs 1pm-3pm

Two Saturdays per month (in green) 11am-2pm

There is NO OPEN LAB on Fridays

July 2009 – Microsoft Excel Intensive

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	Closed	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Computer Basics: 2, 7, and 9

Learn the basics of using the mouse, the keyboard, and internet.

Microsoft Excel: 14, 16, 21, 23, 28, and 30

This is also another essential business tool to learn. We cover spreadsheet basics, formatting, and formulas. Learn how to create and manage a budget.

OPEN LAB:

Mon & Wed 1pm-5pm / Tues & Thurs 1pm-3pm

There is NO OPEN LAB on Fridays & Saturdays

August 2009 – Microsoft PowerPoint Intensive

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	No Class	19	No Class	21	22
²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29

Microsoft PowerPoint: 4, 6, 11, and 13

Learn the basics of creating PowerPoint presentations. A tool used by high school and college students, as well as business majors. Training includes slide transitions, animation, and public speaking skills. Intermediate topics will be covered depending on class abilities.

Computer Basics: 25 and 27

Learn the basics of using the mouse, the keyboard, and internet.

OPEN LAB:

Mon & Wed 1pm-5pm / Tues & Thurs 1pm-3pm

There is NO OPEN LAB on Fridays & Saturdays

Please visit us at:

www.phippswestfarms.org

Mission Statement: Phipps CDC Educational Technology

Our goal is to enrich the learning experiences of our clients and students by providing them with a set of comprehensive technology classes to educate individuals with 21st century skills.

By ensuring free professional training and reliable computer and internet resources, we create a means by which our participants have access to genuine opportunities to become empowered and proactive in the pursuit of skills and resources that make them competitive, marketable and active participants in the global economy.

Register on-site. Call **718-620-1900** if you have any questions. All classes and workshops are **First Come First Served** basis and **FREE**..

Español: Regístrate ante clase. Si tienes preguntas, llame **718-620-1900**. Los primeros que se presentan son primeros servido. Las clases son **GRATIS**.

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