

SKILLS FOR LIFE

maristskillsforlife.org

**COMPUTER TRAINING PROGRAM
FOR LOW INCOME RESIDENTS
OF WALTHAM AND NEARBY SUBURBS**

**Sponsored by the Marist Missionary Sisters*
**349 GROVE STREET
WALTHAM, MA 02453-6018**



BASIC COMPUTER LITERACY COURSE

This is intended to give the participant a high level of comfort with a computer. The topics covered include mousing, Internet use, Email, intro to word processing & spreadsheets.

CLASSES MEET TWICE A WEEK for 10 weeks:

Tuesdays & Thursdays

Morning Sessions: 9:15 AM to 11:15 AM

Afternoon Sessions: 3:15 PM – 5:15 PM

FALL SESSION: September – December

Note: There will be no classes during week of Thanksgiving.

Upon acceptance, a refundable \$50.00 deposit will be required to hold your placement.

*A second, winter course will be offered: “Computer Literacy Course II”
February – April*

This course is intended to improve on skills learned during the Basic Course, plus the development of skills in more advanced and complex word processing, spreadsheet data handling, presentation software and the use of removable media.

FOR MORE INFORMATION CALL US AT:

781-891-5736

Or Email us at maristskillsforlife@yahoo.com