

**Free Computer Classes**

**Los Angeles Valley College**

**Continuing Education Department**

**Fall 2023**

**August 28 – December 15**

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| **Word 2019/Internet/Email/Keyboarding** |

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| **Section Number** | **Meeting Time** | **Meeting Days** | **Subject** | **Class Location** |
| **12841** | **11:20 – 1:25 p.m.** | **Tuesday** | **Word**  | **ACA 1801** |
| **12846** | **11:35 – 1:05 p.m. & TBA** | **Wednesday** | **Word**  | **Online/Zoom** |
| **12850** | **11:20 – 1:30 p.m.** | **Thursday** | **Internet/Email****Keyboarding**  | **ACA 1801** |
| **12855** | **8:00 – 9:35 a.m. & TBA** | **Friday** | **Internet/Email**  | **Online/Zoom** |
| **12837** | **9:40 – 12:00 p.m.** | **Friday** | **Word/Keyboarding** | **Online/Zoom** |

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| **Excel/PowerPoint 2019** |
| **12857** | **1:30 – 3:35 p.m.** | **Tuesday** | **Excel/PowerPoint** | **ACA 1801** |
| **12859** | **1:30 – 3:35 p.m.** | **Wednesday** | **Excel/PowerPoint** | **Online/Zoom** |
| **12864** | **6:00 – 7:25 p.m. & TBA** | **Thursday** | **Excel/PowerPoint** | **Online/Zoom** |

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| **To Register:** Enroll online <http://www.laccd.edu/Students/opencccapply/applylavc/Pages/default.aspx>For more information, please call **(818) 778-5594** or visit [www.lavc.edu/continuinged](http://www.lavc.edu/continuinged)**All online classes are taught on zoom.** |

**This FREE Computer Application courses will introduce the students to basic office technologies needed in today’s modern workplace.**

**\*Complete the courses to earn a Certificate of Completion**