Sierra Madre Public Library

YOUR Information branch
www.sierramadre.lib.ca.us

Computer Classes 2012

January, February, March, April, May

* Patrons must sign up for all sessions for each class.

DATE	TIME	CLASS	INSTR
MS Word 2010 (4 Sessions)*			
Monday, January 23	10-11:30 a.m.	WORD I Section A	Jay
Monday, January 30	10-11:30 a.m.	WORD II Section A	Jay
Monday, February 06	10-11:30 a.m.	WORD II Section B	Jay
Monday, February 13	10-11:30 a.m.	WORD II Section B	Jay
MS EXCEL 2010 (4 Sessions)*			
Monday, February 27	10-11:30 a.m.	EXCEL Level I	Jay
Monday, March 05	10-11:30 a.m.	EXCEL Level II	Jay
Monday, March 12	10-11:30 a.m.	EXCEL Level III Section A	Jay
Monday, March 19	10-11:30 a.m.	EXCEL Level III Section B	Jay
MS WORD 2010 (4 Sessions)*			
Monday, March 26	10-11:30 a.m.	WORD I Section A	Jay
Monday, April 02	10-11:30 a.m.	WORD II Section A	Jay
Monday, April 09	10-11:30 a.m.	WORD II Section B	Jay
Monday, April 16	10-11:30 a.m..	WORD II Section B	Jay
MS EXCEL 2010 (4 Sessions)*			
Monday, April 23	10-11:30 a.m.	EXCEL Level I	Jay
Monday, April 30	10-11:30 a.m.	EXCEL Level II	Jay
Monday, May 07	10-11:30 a.m.	EXCEL Level III Section A	Jay
Monday, May 14	10-11:30 a.m.	EXCEL Level III Section B	Jay
MY PC - *Start here with Windows 7*			
Wednesday, January 25	10-11:30 a.m.	Start here with Windows 7	Jill
MY PC - *Digital camera tips & tricks*			
Wednesday, February 1	10-11:30 a.m.	Digital camera tips & tricks	Gerard
MY PC - *Organize your digital photos*			
Wednesday, February 8	10-11:30 a.m.	Organize your digital photos	Gerard
MY PC - *Pick the right PC*			
Wednesday, February 15	10-11:30 a.m.	Pick the right PC	Jill
MY PC - *Digital photo editing 1*			
Wednesday, February 22	10-11:30 a.m.	Digital photo editing 1	Gerard
MY PC - *Digital photo editing 2*			
Wednesday, February 29	10-11:30 a.m.	Digital photo editing 2	Gerard
MY PC - *Stay safe with Windows 7*			
Wednesday, March 7	10-11:30 a.m.	Stay safe with Windows 7	Jill
MY PC - *Share your digital photos*			
Wednesday, March 14	10-11:30 a.m.	Share your digital photos	Jill
MY PC - *Create a digital movie*			
Wednesday, March 21	10-11:30 a.m.	Create a digital movie	Gerard
MY PC - *Chat with Instant Messenger*			
Wednesday, March 28	10-11:30 a.m.	Chat with Instant Messenger	Jill

Sierra Madre Public Library
Computer Class Registration Form

Register Now - It's Easy! Just follow the 4 steps below.

Follow these steps:
1.Select class from schedule
2.Write in Class Title and date.
3.Read refund policy and sign form.
4. Leave deposit of $20.00

NOTE: *Class sizes are limited and fill up quickly. All classes are PC oriented.*

1

Select class from schedule
To complete this section, please refer to the schedule of classes for class title and date.
Classes are held on Mondays and Wednesdays from 10:00 am to 11:30 am.
Cost: $20.00 registration fee, which is refunded when you attend the registered class.

Class Title _____ Class Date _____

2

Registrant Contact Information

Full Name _____

Address _____

City, State, Zip _____

Phone Number _____ E-Mail Address _____

3

By signing this form, I acknowledge that should I cancel the above class, I will give 24 hours notice; otherwise, I agree to relinquish the $20.00 registration fee to The Sierra Madre Public Library.

Signature: _____ **Date:**_____

4

Leave $20.00 Deposit.
Cancellation Policy: *To receive a refund of your deposit, please notify the library 24hrs in advance if you will not be able to attend, so that we may fill your spot.*

For Office Use Only:	Patron Paid Fee: $	Date:	Staff Initials: