

# Back by popular demand!

## CNIT 100 - Introduction to Computers Using PCs @ CCSF Ocean Campus



Summer  
2018

### Learn the basics of Office 2016

- Microsoft Word – creating and using letters, term papers, and flyers
- Microsoft Excel – creating and using spreadsheets and graphs
- Microsoft Access – creating and using databases
- Microsoft Power Point - creating and using electronic slide shows

### Learn computer concepts including

- History of computers, how a computer works, networks and communication, viruses and other computer threats, mobile computing, and social networking

**Enroll now! Class starts soon and will fill up fast!**

Instructor: Elise Bell

Dates: Monday, June 11 – Thursday, July 18, 2018

Days/Times: Monday – Thursday, 8:30 am – 11:00 a.m.

CRN: 53496 (Lecture)

3.0 Units, Fully transferrable to UC and CSU