

Digital Literacy Series

Classes are held at the David B. Hermelin ORT Resource Center, inside the Jewish Community Center, 6600 W. Maple Road, West Bloomfield

Introducing two new courses! Register today!



Stay Connected to Family & Friends!

Learn computer and social media basics to keep up with loved ones, friends, and former colleagues.

MAY 5

Microsoft Word 2010 for Beginners

Learn basic functions of everyday word processing and useful tips for file management. (1-2 p.m.)

New!

MAY 12

File Organizing Solutions

Learn to create and use folders for file organization. (1-2 p.m.)

MAY 19

iPad/iPhone Fundamentals*

Discover amazing features and apps on the iPad and iPhone. (11 a.m.-12 p.m. or 1-2 p.m.)

JUN 2

iPhone/iPad Photography

Make the most of your camera with simple steps to take and share photos. (1-2 p.m.)

New!

JUN 9

Storage in the Cloud

Learn how to easily store and share digital photos and more in the cloud. (1-2 p.m.)

JUN 23

Getting Started with Facebook

Create your profile and learn how to manage your privacy settings. (1-2 p.m.)

*Participants are welcome to use their own devices.

Only \$10 per one-hour class! For more info, call 248-432-5411.

Pre-Registration Required for 2017 Digital Literacy Series

Microsoft Word 2010 for Beginners

May 5 • 1-2 p.m.

File Organizing Solutions

May 12 • 1-2 p.m.

iPad/iPhone Fundamentals

May 19 • 11 a.m.-12 p.m.

May 19 • 1-2 p.m.

iPhone/iPad Photography

June 2 • 1-2 p.m.

Storage in the Cloud

June 9 • 1-2 p.m.

Getting Started with Facebook

June 23 • 1-2 p.m.

Name Phone

Address

City State Zip

E-mail

Number of Courses: _____ @ \$10/course **Total Fee:** _____

Please make check payable to JVS and mail it with registration form to:
 Hermelin ORT Resource Center, 6600 West Maple Rd., West Bloomfield, MI 48322
 All courses must be paid for in full five days prior to start of class. Limited seating.

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All tuition and fees will be refunded, if requested in writing, prior to the first scheduled class meeting. All refunds shall be returned within 30 days. No refunds will be granted after the first scheduled course meeting, or 3 business days after signing a contract with the school, whichever is later. However, students will be given the opportunity to repeat or attend another session of the same course on a space available basis. This policy shall adhere to the refund policies of applicable state, federal and accrediting agencies.