

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.

FEB
24

Microsoft Word 2010 for Beginners

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

New!

MAR
3

Google Apps

Find out about Google Drive, Docs, and other services to boost productivity. (1-2 p.m.)

MAR
17

iPad/iPhone Fundamentals*

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

MAR
24

iPhone/iPad Photography

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

New!

MAR
31

Say No to Scams

Learn how to protect yourself against scams and financial exploitation. (1-2 p.m.)

APR
7

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.

Registration for 2017 Digital Literacy Series

Microsoft Word 2010 for Beginners

Feb. 24 • 1-2 p.m.

Google Apps

Mar. 3 • 1-2 p.m.

iPad/iPhone Fundamentals

Mar. 17 • 11 a.m.-12 p.m.

Mar. 17 • 1-2 p.m.

iPhone/iPad Photography

Mar. 24 • 1-2 p.m.

Say No to Scams

Mar. 31 • 1-2 p.m.

Getting Started with Facebook

Apr. 7 • 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.