

ATTENTION REALTORS! YOU'VE ASKED FOR IT! NOW, IT'S HERE!

MCAR University Night School

Brought to you by
Jennifer Filzen

It's time you got more comfortable
with the ins and outs of your computer.

For just \$100.00 for a 4-week intensive series, you will learn **Computer Basics**. Sign up for the Beginning series and feel a lot more confident about navigating around your personal computer.

Classes will be held at the **MCAR office** from **5:30 - 7:30 PM** on **Mondays, March 1, 8, 15, and 22, 2010**. Your laptop computer is required to participate in this class.

The class fee is non-refundable and the full payment of \$100.00 is due by **Monday, March 1, 2010**. Register with MCAR at **www.mcar.com** or call **831-393-8660** to reserve your seat!

Beginning Series Curriculum

Class 1 [Monday, March 1, 2010] **Basic Computer Tips** - Learn to access files, organize, and navigate your PC.

Class 2 [Monday, March 8, 2010] **The Ins and Outs of Microsoft Office**--Understand your Microsoft Office products better.

Class 3 [Monday, March 15, 2010] **All About Google**--Learn about Gmail, Google Maps, Google Alerts, and how to use this amazing search tool.

Class 4 [Monday, March 22, 2010] **Saving and Editing Photos**--Learn the basics about photos so you can make your properties look smart.

