Popular Classes and Costs

Costs Range from $30 to $85 per hour

Classes	Hours
Business Documents - Level 1	
◆ Windows & PC Basics	12.0
◆ Internet, Faxing & Email	8.0
◆ Letters & Documents	8.0
◆ Reports, resumes, bulletins	12.0
Total, 10 weeks:	**40.0**
Business Documents - Levels 1 & 2	
◆ All Level 1 Skills, plus–	40.0
◆ Master Documents	8.0
◆ Speed tricks / typing savers	4.0
◆ Spreadsheet Basics	8.0
Total, 15 weeks:	**60.0**
Business Documents - Levels 1, 2 & 3	
◆ All Level 1 & 2 Skills, plus–	60.0
◆ Newsletters, Flyers, Graphics	8.0
◆ Spreadsheets, Intermediate	8.0
◆ Legal Documents	4.0
Total, 20 weeks:	**80.0**
Speech-Recognition Skills	
◆ Train computer to voice	2.0
◆ Basic Commands, Word & Excel	16.0
◆ Correcting voice errors	2.0
◆ Strengthen Voice Profile	2.0
◆ Troubleshoot Dictation	2.0
Total, 5 weeks:	**24.0**
Website Building	
Use web page designs and templates. Add pictures, buttons, slide shows, videos, and other effects	
Total, 5 weeks:	**20.0**

Computer Skills for Adults.

LRS ComputerTechniques

16601 Ventura Boulevard, Suite 200 ✦ Encino 91436 ✦ 818.472.3034