



# Pima Community College Free Student Workshops in Basic Computer Skills

These workshops will provide an introduction to the building blocks of computer skills, from maneuvering the mouse to navigating the Web. Current PCC students are welcome to attend one or all three sessions:

## **Beginning Basics:**

You'll be introduced to the mouse, keyboard, computer screen, icons and the start menu. We'll provide an overview of what's on your computer - software programs and more.

## **Desktop Overview:**

You'll learn about Web browsers and Web navigation and how to open, close, print and save Web pages and other files.

## **MyPima & College Web Resources:**

You'll learn to navigate MyPima, including use of your student e-mail and calendar. We'll also introduce you to other important Websites, including the federal financial aid site.

**Seating is limited. Please RSVP, although walk-ins will be accommodated if space is available.**

## The workshop schedule is:

### **Monday, Oct. 26, EC, L117 (Lower Computer Commons)**

- Beginning Basics: 10-10:30 a.m.
- Desktop Overview: 10:30-11 a.m.
- MyPima and College Web Resources: 11-11:30 a.m.

**RSVP to 206-7861**

### **Wednesday, Oct. 28, WC, C208 (inside the Academic Computer Commons)**

- Beginning Basics: 3-3:30 p.m.
- Desktop Overview: 3:30-4 p.m.
- MyPima and College Web Resources: 4-4:30 p.m.

**RSVP to 206-6042**

### **Thursday, Oct. 29, EC, L117 (Lower Computer Commons)**

- Beginning Basics: 4-4:30 p.m.
- Desktop Overview: 4:30-5 p.m.
- MyPima and College Web Resources: 5-5:30 p.m.

**RSVP to 206-7861**

### **Thursday, Oct. 29 WC, C208 (inside the Academic Computer Commons)**

- Beginning Basics: 1:30-2 p.m.
- Desktop Overview: 2-2:30 p.m.
- MyPima and College Web Resources: 2:30-3 p.m.

**RSVP to 206-6042**

### **Friday, Oct. 30, NWC, E212**

- Beginning Basics: 10-10:30 a.m. and 1-1:30 p.m.
- Desktop Overview: 10:30-11 a.m. and 1:30-2 p.m.
- MyPima and College Web Resources:  
11-11:30 a.m. and 2-2:30p.m.

**RSVP to 206-2296**



**PimaCommunityCollege**

#### **Pima County Community College District Board of Governors**

District 1 Dr. Brenda B. Even, *Chair*  
District 2 Richard G. Fimbres  
District 3 Sherryn S. Marshall, *Secretary*  
District 4 Scott A. Stewart  
District 5 Marty Cortez  
Roy Flores, Ph.D., *Chancellor*

**(520) 206-4500**

**www.pima.edu**