



## Computer Skills 2

A Course to learn G-suite tools

This is the second level G-Suite tools class for those who have basic computer skills and know how to use gmail and basic drive usage. In this course you will learn to

- Increase your typing speed and fluency.
- Enhance your computer skills and enrich your talents by completing different projects using docs, sheets, forms, slides.
- Practice for G-suite certification exam

**January-May**

**Tuesday and Wednesday,**

**(2:00pm - 3:00pm )**

**Class Code: COMP2**

**Required for students taking this class:**

- Able to understand Basic English.
- Must have a device such as desktop or laptop to work on.

**Register for this class online on the ELL Parent Center website**

**[ELL Parent Center Class Registration Form | ELL Center](#)**

Registered students will receive instructions via email on how to log into class prior to the first class.

Registration : Open until 1st week of class

First day of Class: Tuesday, January 12

Last Day of Class : Thursday, May 27