

Improve Your Skills  
With FREE Adult Education at CAC!  
*WE ARE THE BEGINNING OF YOUR GREAT FUTURE!*



### COMPUTER WORKSHOPS

- 1/7 or 1/9 **How to Use Excel:** Seven week course. Monday morning or Wednesday evening classes
- 1/8 **Word Basics 1:** Text editing, write a resume
- 1/10 **Word Basics 2:** Templates, create a calendar
- 1/15 **Power Point 1:** Create a great presentation
- 1/17 **Power Point 2:** Add graphics and sounds
- 1/22 **Digital Life 1:** Navigate the web & social media
- 1/24 **Digital Life 2:** Find jobs through social media

Class times 6:30 p.m. to 8:30 p.m.

REGISTER at [regcaccat@googlegroups.com](mailto:regcaccat@googlegroups.com)

### COMPUTACIÓN EN ESPAÑOL

Solicitar información a [education@ourcac.org](mailto:education@ourcac.org)

### FINANCIAL MANAGEMENT CLASSES

#### **Financial Management 1**

Mondays from 6:30 to 8:00 p.m.  
December 03.

#### **Financial Management 2**

Wednesdays from 5:30 to 7:00 p.m.  
January 16, Feb 20, Mar 20

#### **Manejo Financiero 1 en español**

Enero 14, de 6:00 a 7:30 p.m.

#### **Manejo Financiero 2 en español**

Enero 28, de 6:00 a 7:30 p.m.

All Classes at

**Community Assistance Center/CAC**  
**1130 Hightower Trail, Second Floor**  
**Sandy Springs, GA 30350**



### ENGLISH/ESOL CLASSES

#### **2019 ESOL Registration and Placement Tests** **December 3 - December 14**

10 am -1 pm and 4:30 pm -7 pm

Text books available for sale \$30 cash only

#### **ESOL - 4 LEVELS**

January- June (5 Months)

#### **Levels 1, 2 & 3: Tuesdays & Thursdays**

From 9:30 AM to 12:30 pm OR from 6:30 to 9:00pm

#### **Levels Basic & 4: Mondays & Wednesdays**

From 6:30 to 8:30 PM

(2 Textbooks cost \$30)

#### **CLASES DE INGLÉS GRATIS - 4 NIVELES**

De enero a junio (5 Meses)

#### **Niveles 1, 2 y 3: Martes y Jueves**

De 9:30 am a 12:30 pm ó 6:30 a 9:00 pm

#### **Niveles Básico y 4: Lunes y Miércoles**

De 6:30 a 8:30 pm

(2 Libros de texto, costo \$30)

#### **ENGLISH CONVERSATIONS OVER COFFEE**

The first 3 Saturdays of every month, 9 a.m. to 11 a.m.

#### **CLASES DE CONVERSACIÓN EN INGLÉS**

Los primeros 3 sábados de cada mes. de 9 a.m.- 11 a.m.

#### **REGISTRATION is REQUIRED!**

Send your name and phone number to:

[education@ourcac.org](mailto:education@ourcac.org) or call (770) 552-4015 x 239.

Envíe un correo electrónico con su nombre y número de teléfono a [education@ourcac.org](mailto:education@ourcac.org) o llame al teléfono (770) 552-4015 x 239.

#### **CITIZENSHIP APPLICATION/PREPARATION**

We can help! Contact us at [education@ourcac.org](mailto:education@ourcac.org)

#### **JOB SEARCH HELP**

Resume help and job counseling. Free headshot photo.

Please send your resume to [education@ourcac.org](mailto:education@ourcac.org)