

# Class Offerings

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## **Beginning Computer Basics**

A two day course designed to familiarize students new to computers with basic computer terminology, hardware, software, input and output devices, Windows Operating System, and the desktop.

## **Intermediate Computer Basics**

A two day course designed to build on the Beginning Computer Basic Classes. Learn about file management, web browsers, navigating Windows Explorer, and the Control Panel.

## **Internet I (Internet Basics & Online Security)**

A two day course designed to familiarize students with web browser basics, search engines, search strategies, and online security. Students will learn how to keep their information and their computer secure and safe.

## **Internet II (Email Basics & Social Networking)**

A two day course designed to introduce students to email and communication with friends and family. Students will learn how to register for an email account, navigate an email interface, compose, send and receive messages, manage a contact list, and upload and download attachments. This course will also provide a brief overview of the social networking site, Facebook.

## **Beginning Word**

A two day course designed to familiarize students with the common terminology, screen components and functions of Microsoft Word. Students will learn how to navigate Microsoft Word and create, edit, and save documents.

## **Intermediate Word (Resume Writing)**

A two day course designed to build on Beginning Word and instruct students on how to craft a resume for a 21<sup>st</sup> century job search. Students will learn how to use Word templates to write, format, and distribute a resume that accurately reflects their skills, experience, and educational background.

## **Online Job Search**

A two day course that will provide students with strategies to conduct an effective online job search. Students will learn how to assess their career goals, access job sites on the web, use job search engines, and develop organizational skills to aid the application process.

## **Beginning Excel**

A two day course designed to familiarize students with the common terminology, screen components, and functions of Microsoft Excel. Students will learn how to create budgets and formulas they can use in their personal lives.