

Computer Class Descriptions:

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Keyboarding: (2 hours): Students will use the Mavis Beacon Teaches Typing software program to gain keyboarding skills, learn home keys and increase their WPM and accuracy while typing. At the end of the class, the student should be able to: Turn on and Log onto a PC, Locate and Launch the Mavis Beacon Software, Create Account for the software on a computer, Practice typing to gain keyboarding skills.

Internet/Email Basics: (2 hours): Students will learn to locate browser programs, launch and explore features of Internet Explorer and use search engines to surf the Internet to gain understanding of the various uses of the Internet: email, research, etc. Students will log in to email account, explore the application and compose and send a basic email.

Windows 10 Intro Part I: (2 hours): Microsoft Windows 10 provides the basic knowledge needed to use and perform basic configuration of a computer running Windows 10; this includes basic operating system features, using and installing apps, managing files and common external devices. Personalizing Windows environment and privacy features. Objectives: Getting started, Windows 10 highlights & New Features, Setting up Windows 10, Navigating the interface, Managing apps, Using apps, Installing apps, Personalization, Personalizing the Windows environment, Privacy settings.

Windows 10 Introduction Part 2 (2 hours): This course builds on the Basic features covered in Windows Part I using Windows 10. Students will search for content with File Explorer and explore computer management using Windows 10 Settings, Security, Updates and more. Objectives: Files and devices, Managing files, Folders and locations, Common devices, Computer management, Windows settings, Accounts and security, Updates and maintenance.

Understanding Social Media: FACEBOOK (2 hours): Facebook is a social networking site that makes it easy for you to connect and share with family and friends online. In this course, students will learn the basics of the Facebook social media platform and its usage. Objectives: What is Facebook & Why Use Facebook, Get Started with Facebook, Build Your Friends List, Explore the News Feed, Share Photos, Stories & Events, Adjust Privacy and Other Settings

Understanding Social Media: LINKEDIN (2 hours): LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career. Objectives: What is LinkedIn & How Can I Use It? Who should be joining LinkedIn? How to get started in LinkedIn, LinkedIn free services vs paid services.

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Zoom Intro Part 1: (2 hours): Zoom Virtual Meeting Platform lets you host and participate in online meetings with HD video, audio and screen sharing. Zoom is another solution for hosting and joining interactive Virtual meetings on a small or large-scale. Objectives: Reviewing Roles in meetings, Sign Up for Account, Various Plans, Zoom Browser vs Zoom App differences, Zoom Web Portal: Profile Tab & Settings, How to Schedule a Meeting, Send out Invites, How to start/end meeting, The Zoom interface, Mute/unmute mic, Video/Camera controls, How to chat, non verbal reactions, participant panel, share computer screen & The White Board, Share links, content, attachments.

Zoom Advanced Part 2: (2 hours): This course builds on the Zoom Intro features covered in Zoom Part 1 and focuses on Host and Hosting Skills. Objectives: Adv Settings, Adv Meetings, Zoom Training Ref and Best Practices Guide, Recordings, Waiting Room, Break out Room, Polls and Polling, Reports, Assign Co-Host and or Alternate Host, White Board, Adv Sharing Options, Annotations.

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Personal Computer Maintenance & Internet Security (2 hours): This is a informative delivered training session offered on Personal Computer Maintenance & Internet Security. Attendees will review a Security presentation and discuss the various terms and issues that can harm or slow down your PC. Learn to be proactive to keep your PC secure by reviewing some basic Windows and Internet Security features. Some topics mentioned will be things like: Malware, Windows Firewalls & Updates, Windows Defender, Secure browsing, Clearing browsing history and temp files, Cookies and privacy.

Word Basics Part 1 (4 hours): Word 2016 Level 1 provides the basic concepts and skills to start being productive with Microsoft Word 2016: how to create, format, and set up a document, and how to add graphics and tables. Objectives: Fundamentals, Getting around, Creating documents, Document views, Formatting, Formatting characters, Formatting paragraphs, Quick Styles, Making lists.

Word Basics Part 2 (4 hours): This course builds on the skills and concepts taught in Word I. Students will learn how to create tables, insert headers and footers, proof and print documents, and insert graphics. Objectives: Document setup, Page layout, Proofing documents, Printing, headers, and footers, Templates, Graphics, Inserting pictures, Formatting pictures, Picture layout, Tables, Creating tables, Formatting tables, Making a Word document into a PDF

Word Intermediate Part 3 (4 hours): This course will provide the concepts and skills to use some more advanced features of Microsoft Word 2016, including enhanced formatting, references, editing, and sharing, and saving to various formats. Objectives: Shapes, WordArt, and SmartArt, Shapes and text, SmartArt, Managing documents, Custom themes, Building blocks, Section breaks, Page backgrounds, Styles, Character styles, Paragraph styles.

Excel Basics Part 1 (4 hours): Excel 2016 Level 1 course provides the basic concepts and skills students need to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Objectives: Fundamentals, Getting around, Workbook basics, Creating worksheets, Entering data, Formulas, Functions, Moving and copying data, Reference types, Formatting, Text formatting, Number formatting, Alignment, Borders and highlighting, Styles and themes

Excel Basics Part 2 (4 hours): This course builds off skills covered in Excel I covering other simple functions, basic formatting techniques, and printing. Students will create and modify basic charts, and learn how to manage and format large workbooks. Objectives: Manipulating data, Data entry shortcuts, Paste options, Inserting, deleting, and hiding, Charts, Creating charts, Chart types and elements, Output, Managing worksheet windows, Printing worksheets, Sharing workbooks, Workbook options and properties.

Excel Intermediate Part 3 (4 hours): Excel 2016 Level 2 builds on the basic concepts and skills of the Basics Part 1&2 courses to provide more advanced tools for analysis and presentation of complex realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions. Objectives: Managing workbooks, Managing worksheets, Customizing Excel, Named ranges, Using names in formulas, Tables, Sorting, Filtering tables.

PowerPoint Basics Part 1 (4 hours): PowerPoint Basics Part 1 provides the basic concepts and skills that you need to start being productive with Microsoft PowerPoint: How to create, navigate, format, and customize PowerPoint presentations. Objectives: Fundamentals, Exploring the PowerPoint environment, Creating a presentation, Creating and modifying slide content, Formatting, Working with slide masters and layouts, Formatting slides and text.

PowerPoint Basics Part 2 (4 hours): This course builds off skills covered in PowerPoint Basic Part 1: Working with shapes and images, Creating and formatting shapes, working with images, working with charts and tables, working with charts, Working with tables, Customization, Slide transitions, Additional text options, Printing.

QuickBooks Desktop Getting Started Part 1 (4 hours): Students will gain an overview of some of the basic skills for QuickBooks and cover common business terms used by QuickBooks. How to review the QuickBooks help tools and how to exit QuickBooks properly. Topics include, Getting Started with QuickBooks, Setting up a Company, Working with Lists, Setting Up Inventory, Selling Your Product.

QuickBooks Desktop Getting Started Part 2 (4 hours): Students will continue the overview of some of the basic skills for QuickBooks Desktop and cover common business terms used by QuickBooks. QuickBooks II picks up where QuickBooks I leaves off. Topics include invoicing for Services, Processing Payments, Working with Bank Accounts, Entering and Paying Bills, If time permits an overview of Payroll Features.