

## COURSE SCHEDULE February 22 – April 1, 2010

### February 22<sup>nd</sup> - February 25<sup>th</sup>

8:30 - 4:00 PM.....**Microsoft Word II** (Microsoft Word I Required)  
8:30 - 4:00 PM.....**Keyboard Skills for Beginners / Open Lab**  
12:30 - 1:30 PM.....**Computer Basics & Windows XP**

### March 1<sup>st</sup> – March 4<sup>th</sup>

8:30 – 10:30 AM.....**Internet Job Search** (Word 1 Required)  
10:30 - 12:30 PM.....**Keyboard Skills for Beginners / Open Lab**  
1:30 - 3:30 PM.....**Microsoft Excel 1**

### March 8<sup>th</sup> – March 11<sup>th</sup>

8:30 – 10:30 AM.....**PowerPoint** (Word I Required)  
10:30 - 12:30 PM.....**Keyboard Skills for Beginners / Open Lab**  
1:30 - 3:30 PM.....**Microsoft Excel II** (Excel 1 Required)

### March 15<sup>th</sup> – 18<sup>th</sup>

8:30 – 10:30 AM.....**Computer Basics & Windows XP**  
11:30 – 12:30 .....**Keyboard Skills for Beginners / Open Lab**  
1:30 - 3:30 PM.....**Microsoft Word I** (Computer Basics Required)

### March 22<sup>nd</sup> - March 25<sup>th</sup>

8:30 – 10:30 AM.....**Microsoft Excel I**  
10:30 – 12:30 PM.....**Keyboard Skills for Beginners / Open Lab**  
1:30 – 3:30 PM.....**Microsoft Word II** (Word I Required)

### March 29<sup>th</sup> – April 1<sup>st</sup>

8:30 – 10:30 AM.....**Microsoft Excel 2** (Excel I Required)  
10:30 – 12:30 PM.....**Keyboard Skills for Beginners / Open Lab**  
1:30 – 3:30 PM.....**Internet Job Search** (Word I Required)

## COURSE DESCRIPTIONS AND REQUIREMENTS

**Keyboard Skills for Beginners/Open Lab** -Introduces computer keyboarding and mouse handling to non-experienced computer users. Build typing speed with Typing Tutor. Class is ongoing, held daily from Monday through Thursday.

**Computer Basics & Windows XP** - Introduces basic computer hardware, the Windows XP operating system, mouse skills, file management, finding lost files, and creating desktop shortcuts. **Keyboard familiarity is recommended.**

**Microsoft Word I** - Introduces the introduction skill level of Word while creating and formatting documents to support job search. **Keyboarding and Windows skills are required.**

**Microsoft Word II** - Intermediate to Advanced word processing; includes desktop publishing, mail-merge, tables, and templates. **Word I required.**

**Microsoft Excel I** - Introduces creating and editing spreadsheets, generating reports, creating charts and printing techniques. **Windows and word processing skills recommended.**

**Microsoft Excel II** – Intermediate to Advanced class on Linking Worksheets, Named Ranges, & 3-D Formulas. **Excel I required.**

**Microsoft PowerPoint** - Introduces creating, editing and presenting slide show presentations combining text, animation and graphics. **Windows and Word I required.**

**Internet Job Search** – Introduces Internet handling for the Job Seeker including Favorites, Online Applications, Attachments, and Research tips. **Windows and Word I required**

Computer Classes are **4 days long** and are offered ***Monday – Thursday***.  
All students must be WIA Enrolled to enroll in classes.