

Computer Basics



FREE CLASSES

10 weeks – 40 hours

ALL CLASSES: Mondays/Wednesdays 4:00 pm – 6:00 pm

Fall classes: **September 26 – December 7, 2022**

Spring classes: begin **February 27 – May 17, 2023**

Build a foundation for a new office administration career. The Computer Basics program includes all four step-by-step classes listed below.



Introduction to Keyboarding

4 weeks – 16 hours **Fall class: 9/26/22 – 10/19/22 Spring class: 2/27/23 – 3/22/23**

This class is perfect for anyone new to keyboarding or who needs to improve their keyboarding skills/speed to obtain a typing certificate. Students will learn correct ergonomics to combat fatigue and develop correct keyboarding techniques.

No prerequisites required.



Introduction to Computers

2 weeks – 8 hours **Fall class: 10/24/22 – 11/2/22 Spring class: 3/27/23 – 4/17/23**

This class is an introduction to the basic features of Windows 10 Operating System. Students will learn Desktop features, to include organizing folders and files. Students will learn to efficiently use Internet browsers and learn basic email messaging.

No prerequisite required.

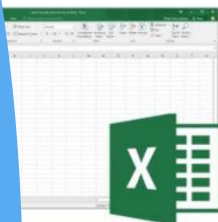


Introduction to Microsoft Word

2 week – 8 hours **Fall class: 11/7/22 – 11/16/22 Spring class: 4/24/23 – 5/3/23**

Students will learn basic MS Word commands and will become familiar with basic word processing functions, to include font options, formatting page layouts, cutting and pasting, insertion of weblinks and much more.

Prerequisite: Students should be familiar with a PC and Windows Operating System (OS)



Introduction to Microsoft Excel

2 week – 8 hours **Fall: 11/28/22 – 12/7/22 Spring: 5/8/23 – 5/17/23**

Students will learn to select and format cells, use basic formulas, format worksheets, and creatively use the spreadsheet formatting commands, to include inserting/deleting columns, rows or cells.

Prerequisite: students should be familiar with a PC and the Windows OS

The class may be canceled or postponed if minimum enrollment is not met.

Register
online. Scan
here

