Computer Course Descriptions

Computer Basics 101
A one session two hour course, students will concentrate on how to use the mouse properly, keyboard layout, and exploring Windows 7. Basic parts of the computer will be explained and adjusting the size of windows will be reviewed. **Prerequisites:** None  **Specific Skills Taught:** Using the mouse to click on Icons and open programs, Identify computer components  *(This is not a typing class)*

Computer Basics 102
A one session two hour course, students will build upon skills learned in the Computer Basics 101 class. Upon completion students will be able to use the mouse and perform Computer Basics functions such as open/close windows, type simple text on a document, print, save, and organize documents. **Prerequisites:** Computer Basics 101  **Specific Skills Taught:** Moving Windows, Printing and Saving, and Basic Desktop functions

Cut, Copy, and Paste
A one session two hour course, students will learn the essentials for cut, copy and paste with text using Microsoft Office Word. **Prerequisite:** Basic Computers 101 & Word 201  **Specific Skills Taught:** Selecting text, Copy/Cut text, and Paste text

Email 201: Sending & Receiving
A one session two hour course, students will establish an email account and learn to generate email messages. **Prerequisites:** Computer Basics 101 & 102  **Specific Skills Taught:** Sign up for an account and Send and receive email

Email 202: Reply, Forward & Attachments
A one session two hour course, students will learn how to reply to email messages, forward email and send attachments with email. **Prerequisites:** Computer Basics 101 & 102. **Specific Skills Taught:** Reply to email messages, Forward email messages, and Send and receive attachments

Excel 201
A one session two hour course, students will learn the basic features of a Microsoft Excel workbook and how to create a spreadsheet. **Prerequisites:** Word 201 or prior knowledge of the basic features for Microsoft Excel  **Specific Skills Taught:** Creation of a spreadsheet, Inserting data, Renaming a spreadsheet, Insert/Delete Columns, Insert/Delete Rows, Selecting Text, and Saving a workbook

Excel202: Formulas & Editing (EXL202)
A one session two hour course, students will be introduced to concepts beyond Excel201 using a templates, adjusting fonts, page layouts and creating/editing formulas in the Microsoft Excel program. **Prerequisites:** Excel 201 or prior knowledge of the basic features for Microsoft Excel  **Specific Skills Taught:** Adjusting fonts, Page layouts, Creating Formulas, Editing Formulas, and Printing

Facebook 101
A one session two hour course, students will create a Facebook account and will learn the social interaction basic features. **Prerequisites:** Computer Basics. Must have an email account established prior to class.  **Specific Skills Taught:** Logging in and out of account, Creation of a Profile Picture, Sending and Receiving Messages, and Using the Wall/Timeline
Facebook 102
A one session two hour course, students will learn the social interaction basic features with their already created Facebook accounts.
Prerequisites: Computer Basics. Must have an email and Facebook account established prior to class
Specific Skills Taught/students should demonstrate at conclusion of class: Sending and Receiving Messages, Using the Wall, Adding friends, Adjusting Settings, Applications/Games

Gimp 201
A one session two hour course introduces users to the photo editing program Gimp and explains the basic features required to edit images.
Prerequisites: Computer Basics.
Specific Skills Taught/students should demonstrate at conclusion of class: Cropping, Demonstrate creating gif, creating special texted and incorporation of text and images

Gimp 202
A one session two hour course, students will learn the basic image manipulation features with Gimp.
Prerequisites: Computer Basics and Gimp 201.
Specific Skills Taught/students should demonstrate at conclusion of class: Redeye removal, Photo Enhancements, Digital Retouching, and Background Removal

Internet 201
A one session two hour course introduces users to the Internet and focuses on basic Internet functions and security.
Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Identify parts of the internet address, Browse Websites, Internet Searching, and Internet Safety

iPad for Newbies Workshop
Have an iPad and not sure how to use it? Join us for the iPad for Newbies Workshop. Learn the basic uses of your iPad.

One-on-One Assistance
One-on-one assistance for user specific questions on the following device: E-Readers, Tablets, Cell Phones, Kindles, and Laptops

Workforce Series
Network with others while obtaining some needed skills for entering the workforce. The workshop is geared toward providing assistance with online job search, creating an email account, designing a resume, or completing an online application.

PowerPoint 201
A one session two hour course, students will learn create a slide show presentation.
Prerequisites: Computer Basic101 and Word 201.
Specific Skills Taught/students should demonstrate at conclusion of class: Create a basic slideshow presentation, Insert pictures, Design slides, and use of slide transitions

Publisher 201
A one session two hour course, students will be introduced to desktop publishing using Publisher.
Prerequisites: Computer Basic101 and Word 201.
Specific Skills Taught/students should demonstrate at conclusion of class: Create a simple flyer or card with Microsoft Office Templates, Insert Pictures, and change color schemes

Word 201: An Introduction to Word
A one session two hour course introduces users to the Microsoft Word program and explains the basic features required to create a document.
Prerequisites: Computer Basics
Specific Skills Taught/students should demonstrate at conclusion of class: Using ribbon tabs and Creating a simple document

Word 202: Templates, Fonts & Graphics
A one session two hour course, students will be introduced to concepts beyond Word 201 using templates, adjusting fonts, page layouts and inserting graphics in the Microsoft Word program.
Prerequisites: Word 201 or prior knowledge of the basic features for Microsoft Word
Specific Skills Taught/students should demonstrate at conclusion of class: Customized fonts on a document, Inserting graphics, and Adjustment of the page layout