

Enrichment and Elective Courses

Computer Courses:

Microsoft Office Basics for Beginners & Keyboarding

In this class you will learn keyboarding and the basics of Microsoft Office. Toolbar functions are explained and students learn how to use Microsoft Word, Excel, PowerPoint and Publisher. Some of the topics on Word will include creating, saving, editing and printing a basic document. You will be introduced to Excel and PowerPoint. The basics of Microsoft Publisher will also be explored.

Monday & Tuesday OR Wednesday & Thursday; 6:30-8:35 p.m.

Microsoft Office Advanced

This course is ideal for those with basic knowledge of Microsoft Office products who want to extend their knowledge & skills beyond creating simple Excel workbooks, Word documents, PowerPoint presentations and Publisher files. (Prerequisite: Microsoft Office Basics).

Monday & Tuesday OR Wednesday & Thursday; 6:30-8:35 p.m.

Introduction to Computers

This class is also offered in Spanish and is intended for those who have very limited, or no knowledge of computers. Participants will gain knowledge on understanding hardware and software, Intro to Windows XP, working with Windows programs including file & folder creation and how to create, edit & save a document. There will be hands-on exercises which cover working with Windows, managing files using My Computer, working with multiple programs, changing desktop properties, and more. (Prerequisites: none)

Monday & Tuesday; 6:30-8:35 p.m.

Introduction to the Internet

This class covers basic skills and terminology related to Internet Explorer 8 and how to search for information on the Web using search engines; learn the basics of online security and how you can protect yourself. Also learn how to manage more than one open window at a time. This class will also cover obtaining a web e-mail address and how to send, receive, and manage your e-mail account. Learn how to attach and send pictures, documents and websites with your e-mail. (Prerequisites: none)

Wednesday & Thursday; 6:30-8:35 p.m.
