

# Computer Classes—March 2019

All students must be pre-paid and registered before the date of their class.

The Learning Center is open Monday-Thursday 8:30 AM-Noon and 1:00-3:30 PM.

Hagen Building, 402 4th Street West, Dickinson (Use North Door #3).701-456-0008



## Excel Level 1

Excel is a powerful spreadsheet program that allows you to organize data and perform calculations. This class will focus in introducing the Excel interface and Ribbon system. Students who complete this course will be comfortable with creating a new spreadsheet, using basic formulae, and making their spreadsheets look professional and presentable.

Prerequisites: Introduction to Computers and File Management OR Instructor permission.

**12 hours total—\$75**

## Introductory Series — Take 2 or more classes and pay only \$15 per class!

### Intro to Computers

This hands-on class will give the student a basic understanding of the components that make up a computer system and is a great place to start for those who have never used a computer, as well as those who just need a refresher. The class focuses on computer hardware, the basics of the Windows operating system, and developing mouse and keyboard skills.

\*\*Students are encouraged to bring their own laptops but are not required to do so—computers are available for use.

**2.5 hours—\$30**

### File Management

The goal of this class is to give students a basic understanding of how to organize computer files. The class will focus on how to organize files and folders on the hard drive, as well as on an external drive.

\*\*Students are asked to bring their own external drive (IE. Flash drive or USB drive) if they have one.

Prerequisites: Introduction to Computers OR Instructor permission.

**2.5 hours—\$30**

### Intro to Internet

This class will provide the student with a basic understanding of what the internet is and how to use it safely. The class will focus on internet navigation, using a search engine, and internet safety.

Prerequisites: Introduction to Computers OR Instructor permission.

**2.5 hours—\$30**

### Intro to Email

This hands on class will provide students with a basic understanding of what email is and how to use it for everyday communication. Students will set up an email account if they do not already have one, and will learn how to send email, reply to emails, forward emails, and manage emails within their account.

Prerequisites: Introduction to Computers and File Management OR Instructor permission.

**2.5 hours—\$30**

### Intro to Microsoft Outlook

This course will introduce you to a powerful information management system. This class will focus on using Outlook for email, task management, and scheduling in a business or personal setting. Prerequisites: Introduction to Computers OR Instructor permission.

**2.5 hours—\$30**

Saturday	
March 2	9:00AM-11:00AM Intro to Internet  1:00PM-3:30PM Microsoft Excel Level 1
9	9:00 AM-11:00 AM Intro to Computers  1:00PM-3:30PM Microsoft Excel Level 1
16	9:00 AM-11:00 AM File Management  1:00PM-3:30PM Microsoft Excel Level 1
23	9:00 AM-11:00 AM Intro to Email  1:00PM-3:30PM Microsoft Excel Level 1
30	9:00AM-11:00AM Intro to Outlook  1:00PM-3:00PM Microsoft Excel Level 1

**Monday, March 25**  
**6:30PM-8:30PM**  
**Office 365 for Business**

*Participants will learn how to navigate their Office 365 account and become familiar with online features such as Word, Excel, and PowerPoint. We will also explore OneDrive, OneNote and the Outlook Calendar.*

**REQUIREMENT: Please have access to your Office 365 login information.**

**2 hours—\$25**