

# Computer Classes—September/October 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).

phone: 701-456-0008 | email: dickinsonalc@dpsnd.org | website: <http://dickinsonalc.com>



## 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.

**10 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**

### Connect & Collaborate Anywhere

Participants will use Gmail, Google Drive, and Google Hangouts to share and collaborate with friends and colleagues. We will look at various ways to arrange a virtual meeting and work together.

Participants are encouraged to sign-up for a Google account before attending.

**2.5 hours—\$30**

### Internet Safety

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**

### Compose Professional Emails

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**

Saturday
September 7 9:00AM-11:00AM Excel Level 1  1:00PM-3:30PM Intro to Computers
14 <b>No Class</b>
21 9:00AM-11:00AM Excel Level 1  1:00PM-3:30PM Connect & Collaborate
28 9:00AM-11:00AM Excel Level 1  1:00PM-3:30PM Internet Safety
October 5 <b>No Class</b>
12 9:00AM-11:00AM Excel Level 1  1:00PM-3:30PM Comp. Prof. Email
19 9:00AM-11:00AM Excel Level 1  1:00PM-3:30PM Connect & Collaborate
26 <b>No Class</b>