

# Computer Classes—March/April 2020

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, Floor 3, 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. | **10 hours total—\$65**

### 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.

\*\*Computers are available in the classroom | **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. | **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**

#### 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. | **2.5 hours—\$30**

#### Plan Effective Meetings

Participants will use Google Calendar to schedule meetings and create meeting agenda templates with Google Docs. We will explore why meeting agendas help keep everyone focused and ready for success. | **2.5 hours—\$30**

#### OPEN LAB

Meet our instructor and ask any questions about how you can improve your computer skills.

<b>Saturday</b>
<b>February 29</b> <b>9:00AM-11:00AM</b> Excel Level 1 <b>1:00PM-3:30PM</b> Intro to Computers
<b>March 7</b> <b>9:00AM-11:00AM</b> Excel Level 1 <b>1:00 pm—3:30 pm</b> Plan Effective Meetings
<b>14</b> <b>9:00AM-11:00AM</b> Excel Level 1 <b>1:00PM-3:30PM</b> File Management
<b>21</b> <b>No Class</b>
<b>28</b> <b>9:00AM-11:00AM</b> Excel Level 1 <b>1:00PM-3:30PM</b> Connect & Collaborate
<b>April 4</b> <b>9:00AM-11:00AM</b> Excel Level 1 <b>1:00PM-3:30PM</b> Compose Emails
<b>11</b> <b>9:00AM-11:00AM</b> Intro to Computers <b>1:00 pm—3:30 pm</b> Plan Effective Meetings
<b>18</b> <b>No Class</b>
<b>25</b> <b>9:00-11:30 am</b> Open Lab <b>1:00PM-3:30PM</b> Connect & Collaborate