

# Computer Classes—November/December 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, Dickinson (Use North Door #3).

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

## Microsoft Word Level 1

Word is a document editing program used in many settings. This class will focus in introducing the Word interface and Ribbon system. Students will learn how to create a new document, how to format it professionally, and how to save and print. | **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.

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

**2.5 hours—\$30**

### Intro. to 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**

### Intro. to 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**

## Build Your Resume

Participants will use Google Docs to create a resume using templates created by Google. We will also explore various functions offered by Google Docs. | **2.5 hours — \$30**

### Track Monthly Expenses

Participants will use Google Sheets to create and track monthly expenses. We will explore how categorizing and tracking expenses can help manage your budget. | **2.5 hours — \$30**



Saturday
<b>November 7 &amp; 14</b> <b>No Class</b>
21 9:00AM-11:00AM Word Level 1  1:00 PM—3:30 PM Intro to Computers
<b>November 28</b> <b>No Class</b>
December 5 <b>No Class</b>
12 9:00AM-11:00AM Word Level 1  1:00 PM-3:30 PM Internet Safety
19 9:00AM-11:00AM Word Level 1  1:00 PM-3:30 PM File Management
<b>Dec. 26—Jan 2</b> <b>No Class</b>
January 9 9:00AM-11:00AM Word Level 1  1:00PM-3:30PM Track Monthly Expenses
16 9:00AM-11:00AM Word Level 1  1:00 PM-3:30 PM Build Your Resume