

Computer Classes—February/March 2021

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.

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.

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

Avoid Online Scams

This class will provide the student with the tools to identify and avoid online scams through real-life scenarios. We will also discuss internet safety. | **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**

Saturday	
February 6	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM Intro to Computers
13	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM File Management
20	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM Avoid Online Scams
27	No Class
March 6	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM Compose Professional Email
13	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM Plan Effective Meetings
20	No Class
27	9:00AM-11:00AM Excel Level 1
	1:00PM-3:30PM Intro to Computers