

Computer Classes—September/October 2022

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.

10 hours total—\$45

Introductory Series

Take 2 or more classes and pay only \$10 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, Windows operating system, and developing mouse and keyboard skills. | **2 hours—\$15**

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. | **2 hours—\$15**

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. | **2 hours—\$15**

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 hours — \$15**

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 hours—\$15**

Saturday	
September 10	9:00AM-11:00AM Excel Level 1 1:00 PM—3:00 PM Intro to Computers
17	9:00AM-11:00AM Excel Level 1 1:00 PM-3:00 PM File Management
24	9:00AM-11:00AM Excel Level 1 1:00 PM-3:00 PM Compose Emails
October 1	9:00AM-11:00AM Excel Level 1 1:00 PM-3:00 PM Build Your Resume
8	9:00AM-11:00AM Excel Level 1 1:00 PM-3:00 PM Internet Safety
15	9:00AM-11:00AM Excel Level 1 1:00 PM—3:00 PM Intro to Computers
22	NO CLASSES
29	9:00AM-11:00AM Excel Level 1