

# Computer Classes—January/February 2023

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 PowerPoint

PowerPoint is a versatile design program that allows you to create eye catching visual presentations for work, school or organizations. Students who complete this course will be comfortable creating a new presentation, making it look professional and presentable, adding images, as well as saving and printing their presentation. | **10 hours total—\$45**

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## 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. The class focuses on computer hardware, Windows operating system, and developing mouse and keyboard skills. | **2 hours—\$15**

### Google Boot Camp

The goal of this class is to give students a basic understanding of how to navigate the apps of Google Workspace. The activities will offer the chance to explore and use Gmail, Google Drive, and Google Docs for everyday use. | **2 hours—\$15**

### Google Drive

This class will teach students about the cloud based service, Google Drive. Using a cloud service is a great way to save information and access it from any location. | **2 hours—\$15**

### Google Docs

This hands on class will provide students with a the opportunity to explore Google Docs. Students will learn how to add and format text, access their document, and how to share it with others. | **2 hours—\$15**

### Intro to Gmail

This class will provide students how to compose and send an email using Gmail. We will also explore various tools to help keep your inbox organized. | **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 or external drive. | **2 hours—\$15**

Saturday
<b>January 7</b> <b><u>No Class</u></b>
<b>14</b> 9:00AM-11:00AM Google Boot Camp 1:00PM-3:00PM Intro to Computers
<b>21</b> 9:00AM-11:00AM PowerPoint 1:00 pm—3:00 pm Google Docs
<b>28</b> 9:00AM-11:00AM PowerPoint 1:00 pm—3:00 pm Google Drive
<b>February 4</b> 9:00AM-11:00AM PowerPoint 1:00 pm—3:00 pm Intro to Gmail
<b>11</b> 9:00AM-11:00AM PowerPoint 1:00 pm—3:00 pm File Management
<b>18</b> 9:00AM-11:00AM PowerPoint
<b>25</b> 9:00AM-11:00AM Google Boot Camp 1:00PM-3:00PM Intro to Computers