

# Computer Classes—March/April 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 Excel

Excel is a powerful spreadsheet program that allows you to organize data and perform calculations. Students who complete this course will be comfortable with creating new spreadsheets, using basic formulas, and making their spreadsheets look professional and presentable. **10 hours total—\$45**

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## Introductory Series | Take 2 or more classes and pay only \$10 per class!

### 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**

### 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 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**

### Cisco Skills for All

The Cisco Networking Academy Skills for All program offers free self-paced online learning that aligns with industry jobs to provide a career path in technology. You can even earn industry badging and certifications. | **2 hours—\$ FREE**

### 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 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**

Saturday
<b>March 4</b> 9:00 AM—11:00 AM Excel 1:00 PM—3:00 PM File Management
<b>11</b> 9:00 AM—11:00 AM Excel 1:00 PM—3:00 PM Google Drive
<b>18</b> 9:00 AM—11:00 AM Excel 1:00 PM—3:00 PM Google Bootcamp
<b>25</b> 9:00 AM—11:00 AM Excel 1:00 PM—3:00 PM Cisco Skills for All
<b>April 1</b> 9:00 AM—11:00 AM Excel 1:00 PM—3:00 PM Internet Safety
<b>8</b> 9:00 AM—11:00 AM Excel—makeup 1:00 PM—3:00 PM Intro to Computers