

COMPUTER CLASSES

ALL COMPUTER CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.

A+ CERTIFICATION

\$250 (45 hours)

Learn skills you'll need to prepare for the A+ Certification exam. Completion of this class allows you to acquire the skills to become a qualified entry-level computer technician with certified skills to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The textbook is approximately \$100, and study guides may be purchased at an additional cost. *(Students must attend two labs from 8:30 a.m. - 4:00 p.m)* Comp TIA Exam cost - \$75(not included in the cost of the dates).

1/8 - 2/12	M/W	5:30-8:30 pm \$250 (45hrs)
4/9 - 5/9	M/W	5:30-8:30 pm \$250 (45hrs)

Saturday Labs: January 27, February 10, April 21, May 5

COMPUTER BASICS

\$45 (9 hours / 3 class sessions)

If you're new to computers, this is the place to start. This course will introduce you to basic computer applications, hardware basics, and computer terminology. You will learn the basic concepts and features of the Windows operating system. Learn how to move around the Windows environment and navigate the Internet. If you want to get the most out of your personal computer, this class is for you.

2/20 - 2/27	T/TH	5:30-8:30 pm
3/19 - 3/26	M/W	5:30-8:30 pm
5/8 - 5/15	T/TH	5:30-8:30 pm
6/11 - 6/18	M/W	5:30-8:30 pm
7/23 - 7/30	M/W	5:30-8:30 pm

INTRODUCTION TO MICROSOFT EXCEL 2016

\$55 (9 hours / 3 class sessions)

The world's most comprehensive spreadsheet program is also the most intuitive. Let our expert break down the barriers between you and your spreadsheet. Learn how to organize data, perform mathematical computations, and customize your spreadsheet. This introductory class explains what spreadsheets are, how they are used, and how to set up your own. Basic knowledge of Windows and proficiency with mouse are required.

*2/6 - 2/13	T/TH	5:30-8:30pm
3/6 - 3/13	T/TH	5:30-8:30pm
4/10 - 4/17	T/TH	5:30-8:30pm
5/22 - 5/29	T/TH	5:30-8:30pm
6/19 - 6/26	T/TH	5:30-8:30pm
7/9 - 7/16	M/W	5:30-8:30pm

***PACKAGE CLASS**

INTERMEDIATE EXCEL 2016

\$55 (9 hours / 3 class sessions)

Maximize your usage of this spreadsheet program by exploring the more advanced functions and formulas. Course includes instruction on working with multiple worksheets, use of productivity tools, charts, and more! Basic knowledge of Excel is required.

*2/15 - 2/22	T/TH	5:30-8:30pm
6/4 - 6/11	M/W	5:30-8:30pm
8/7 - 8/14	T/TH	5:30-8:30pm

***PACKAGE CLASS**

INTRODUCTION TO MICROSOFT WORD 2016

\$55 (9 hours / 3 class sessions)

Word processing programs are the most commonly used today and Microsoft Word is one of the most powerful word processing programs on the market. Whether you're trying to design professional business documents or create a colorful birthday card, this class will take you step-by-step through MS Word's most commonly used features. Basic knowledge of Windows and proficiency with a mouse are required.

*1/23-1/30	T/TH	5:30-8:30 pm
*7/24 - 7/31	T/TH	5:30-8:30 pm

***PACKAGE CLASS**

MICROSOFT WORD 2016: (INTERMEDIATE)

\$55 (9 hours / 3 class sessions)

You've learned the basics, now it's time to put your knowledge to the test. This is a project class which will help you explore the advanced features of Microsoft Word by taking you step-by-step through specific projects. Learn how to get the most from Word. Basic knowledge of Word is required.

*2/1 - 2/8	T/TH	5:30-8:30 pm
*8/2 - 8/9	T/TH	5:30-8:30 pm

***PACKAGE CLASS**

MICROSOFT POWERPOINT 2016

\$45 (6 hrs. / 2 class sessions)

Easily organize your thoughts. Whether you're working by yourself or collaborating with others, Microsoft PowerPoint provides you with everything you need to organize your ideas quickly and easily. You can create dynamic presentations using new professionally designed templates, a step-by-step wizard to generate content, plus PowerPoint Central's links to additional tips, content, and multimedia effects.

2/10	Sat	8:30 am-3:00 pm
4/10 & 4/12	T/TH	5:30 - 8:30 pm
8/13 & 8/15	M/W	5:30 - 8:30 pm



Tip: You save money when you bundle computer classes as a package!

COMPUTER CLASSES

USING GOOGLE APPS

\$45 (6 hours / 2 class sessions)

Simplify your life with Google Apps. Google provides some of the most widely used tools online worldwide. Learn to organize, collaborate and communicate with Google Gmail, Calendar, Drive, Voice and more.

*2/26 & 2/28 M/W 5:30-8:30 pm
4/17 & 4/19 T/TH 5:30-8:30 pm
8/7 & 8/9 T/TH 5:30-8:30 pm

***PACKAGE CLASS**

GOOGLE SPREADSHEETS

\$45 (6 hours / 2 class sessions)

Google Spreadsheets is a free web-based application in Google Docs that allows you to organize, edit, and analyze different types of information using spreadsheets. In this course, you'll learn about the different ways you might use spreadsheets and how to navigate the Google Spreadsheets interface. You'll learn the basic ways to work with cells and cell content, including how to select cells, insert content, copy and paste cells, and more.

*3/5 & 3/7 M/W 5:30-8:30 pm
5/8 & 5/10 T/TH 5:30-8:30 pm
8/13 & 8/15 M/W 5:30-8:30 pm

***PACKAGE CLASS**

SOCIAL MEDIA AND MOBILE DEVICES

\$45 (6 hours / 2 class sessions)

Social media can be used for many things – staying in touch with friends and family, promoting your cause and keeping up with trending topics and news. In this class, you will learn about Facebook, Skype, Twitter and

other social networking services that help to keep you in the know. Bring your own mobile device.

3/26 & 3/28 M/W 5:30 8:30 pm
6/26 & 6/28 T/TH 5:30 8:30 pm

***PACKAGE CLASS**

SAVE \$\$\$\$

WHEN YOU ENROLL IN COMPUTER CLASSES AS A PACKAGE!*

(If one class cancels, customers may attend remaining class for regular price as listed on the schedule.)

MICROSOFT WORD PACKAGE
\$99 T/TH 5:30-8:30 PM
Introduction to Word – (1/23 - 1/30)
Intermediate Word – (2/1 - 2/8)
Introduction to Word – (7/24 - 7/31)
Intermediate Word – (8/2 - 8/9)

MICROSOFT EXCEL PACKAGE
\$120 T/TH 5:30-8:30 PM
Introduction to Excel – (2/5 - 2/12)
Intermediate Excel – (2/14 - 2/21)

GOOGLE PACKAGE
\$80 M/W 5:30-8:30 PM
Using Google Apps – 2/26 & 2/28
Google Spreadsheets - 3/5 & 3/7

TECHNOLOGY ESSENTIALS

ALL SPECIAL INTEREST CLASSES ARE OFFERED AT THE COLLEGE AND CAREER ACADEMY UNLESS STATED OTHERWISE.

TECH SAVVY TIPS AND TRICKS

We want to share the insider knowledge that makes people savvy users of technology. In this course, you'll learn about tips, shortcuts, and useful procedures that will help all users of technology become pros on their devices. Learn about keyboard and mouse shortcuts, password tips, backing up your files, sharing photos, browsing privately, taking screenshots, finding your downloads, and working with zip files. Basic computer skills are required.

3/5 M 5:30-8:30 pm 3 hrs. \$15
5/14 M 5:30-8:30 pm 3 hrs. \$15
8/20 M 5:30-8:30 pm 3 hrs. \$15

INTERNET SAFETY

Phishing, Trojans, Spyware, Trolls, and Flame Wars -- oh my! If the idea of these threats lurking around online makes you nervous, then you can now be at ease. This Internet Safety course will provide you with the strategies, skills, and mindset needed to protect yourself, your computer, and your privacy when you connect to the Internet.

4/23 M 5:30-8:30pm 3 hrs. \$15
6/4 M 5:30-8:30pm 3 hrs. \$15

MACBOOK BASICS

Galvanize your Mac experience with this class. Learn about the Mac OS X operating system's essential applications and develop your skills using today's most advanced notebook. Bring your own macbook.

3/19 M 5:30-8:30pm 3 hrs. \$15
7/30 M 5:30-8:30pm 3 hrs. \$15