COURSE DESCRIPTIONS

KEYBOARDING TRAINING

KBRD 101-Basic Keyboarding/10 Key Data Entry

This course is designed specifically for the entry-level computer user with little or no keyboard familiarity. The student will be instructed in proper touch typing technique. Course objective is to facilitate comprehensive keyboard familiarity and typing speed to 20-30 words per minute sufficient for entry-level employment. Evaluation is completed via daily test. Minimum requirement to Pass is demonstrated by a typing speed of no less than 20 words per minute with 90 percent accuracy.

This course is designed specifically for the individual whose primary occupational focus includes demonstration of 10-key numerical data entry competitive levels of 121 keystrokes per minute/7260 keystrokes per hour with 95 percent accuracy at a minimum. Progress is evaluated via daily testing and a passing grade requires a minimum keyboard speed of 121 keystrokes per minute with 95 percent accuracy.

Prerequisites: None
Clock Hours: 36.00
Delivery Method: On Site, Self-Directed or Combination Study

COMPUTER BASICS

WinPgm 101- Windows 11

This course introduces the novice computer user to computer hardware, Windows Operating System (OS) concepts and the functions of this key software component. The student will learn to differentiate between the operating system and other software components and understand basic functions of the operating system. The student will learn to utilize keyboard, mouse and other input devices to perform basic activities such as launching programs, working with Windows, as well as Windows concepts such as menus, toolbars, dialogue boxes, etc. This course includes an introduction to the Internet browsers, search engines and navigating within websites.

Prerequisites: None
Clock Hours: 11.00
Delivery Method: On Site, Self-Directed or Combination Study

Microsoft Word

WORD 101 Word Level 1

Designed for the student with little to no previous word processing experience whose primary objective is to utilize Microsoft Word at a basic level to complete simple correspondence or who may desire a quick and effective introduction to word processing. Upon completion of this course, the student will be able to create and edit a Word document, set margins, copy text, utilize various format commands, work with numbered lists and columns, utilization of print commands and utilize file save in retrieval techniques.

Prerequisites: None
Clock Hours: 27.00
Delivery Method: On Site, Self-Directed or Combination Study

WORD 102 Word Level 2

This course is designed specifically for the individual who must demonstrate a comprehensive knowledge of Microsoft Word functions including creating and using Charts, inserting WordArt and SmartArt graphics, merging documents and envelopes, working with tables, inserting file and sections breaks, working with columns, inserting hyperlinks and editing a data source file.

Prerequisites: WORD 101, proficiency or instructor approval.
Clock Hours: 22.00
Delivery Method: On Site, Self-Directed or Combination Study

Microsoft Excel

EXCEL 101 Excel Level 1

This course is specifically designed as a preliminary introduction to use of Spreadsheets. It is designed for the individual who must learn a basic understanding of what a spreadsheet is, what it does, and how to perform basic data entry and formatting. It serves as preparation for more in-depth, formal study of Microsoft Excel and comprehensive spreadsheet utilization.

Prerequisites: None
Clock Hours: 30.00
Delivery Method: On Site, Self-Directed or Combination Study

EXCEL 102 Excel Level 2

This course introduces the student to more advanced manipulation of formats, formulas and functions, table creation, sorting, filtering, using data tools, using workbook templates, IF statements, utilizing graphics, grouping and ungrouping data, summarizing and consolidating data, maintaining external references, and using Sparklines.

Prerequisites: EXCEL 101, proficiency or instructor approval.
Clock Hours: 21.00
Delivery Method: On Site, Self-Directed or Combination Study

Microsoft Outlook
OUTL-101 Microsoft Outlook

This program is designed for the individual seeking employment which requires the management of basic personal and message processing activity utilizing Microsoft Outlook. The student will learn to send, receive and manage e-mail messages, schedule appointments utilizing Calendar function, create and organize contact and address lists and add reminders to appointments, manage scheduling utilizing various calendar views.

Prerequisites: None
Clock Hours: 11.00
Delivery Method: On Site, Self-Directed or Combination Study

Microsoft PowerPoint

PPNT 101 PowerPoint

This course is a comprehensive introduction to Microsoft PowerPoint. Upon completion of this course, the student will be able to create, format, and edit a presentation, as well as add drawings, charts, tables, pictures, transitions, animations and sounds to existing presentations.

Prerequisites: None
Clock Hours: 12.00
Delivery Method: On Site, Self-Directed or Combination Study