

Upcoming Courses February 2017

Computer Basics February 23, 2017 4:30-7:30 PM \$50.00

In this introductory course, you will learn Computer Components (mouse, monitor, keyboard, buttons, cables, ports), Operating System/Applications (Windows, Web Browsers, MS Office, Media Players, Mobile Applications, Internet Connection (ISP, Modem, Router, Wired/Wireless Connections) and Browse the Web. If you are re-entering the workforce and need to update your skills or would like to learn more about computer basics, this course will help you become more proficient and confident in your skills. Instructor led, Daniel James.

MS Excel Basics February 27 2017 8:00-4:00 PM \$99.00

Most jobs require basic Excel skills. Basic skills are taught in this introductory course using the ribbon for selecting tools, as well as learning shortcuts and productivity tips. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns and cells; format cells and create simple formulas and charts.

Upcoming Courses March 2017

Microsoft Office March 7-April 27 4:30-7:30 (Tue., Thur.) \$950.00

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills as a means of introducing students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software suite. The computer operating systems, file management operations, computer concepts and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in the workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations. Instructor led, Daniel James.

Self-Inspired Leadership March 17, 2017 9:00 AM-Noon \$50.00

This workshop is designed to help you focus on what is most important to you and use your strengths to lead yourself and others more effectively. We will explore new perspectives on what it takes to succeed in today's workplace, and how to execute and get things done without feeling overwhelmed. If you want to learn how to use your strengths to empower others by deepening awareness, transforming communication, and developing practices that enhance productivity and unlock your potential, please come join us! Instructor led by Peter Callahan, ACC, Certified Professional Coach.

Google Docs Basics March 22, 2017 4:30-7:30 PM \$50.00

This course is a must for businesses and professionals on the go. Participants will learn basic use, navigation, and collaboration using G Suite applications including: Google Docs (MS Word Equivalent), Google Sheets (MS Excel Equivalent), Google Slides (MS PowerPoint Equivalent), Google Drive (Online File Storage Application). All software is online, and an available, free

alternative to MS Office Suite. All software is also available on Windows, Apple, iOS, and Android platforms. Instructor led, Daniel James

PC Security **March 29, 2017** **4:30-7:30** **\$50.00**

This course is must for all computer users. You will learn about creating, maintaining & remembering strong passwords (Phrases, mnemonics, special characters, numbers), Cookies, TEMP Files, & Caches, Anti-Virus, Firewalls, Spam & Phishing, Online Shopping Best Practices, Social Media Best Practices and Public WiFi Best Practices. Instructor led, Daniel James.

Upcoming Courses April 2017

Simple Online Marketing Strategies **April 22&29** **9:00am-Noon** **\$99.00**

Online marketing can break the bank if you outsource it. This two session course will teach you things you can do to develop your own email list, create landing pages that convert, prepare video marketing, maximize social media, create newsletters and blogs and develop a side-ways sales letter without digging deep into your pocketbook. You will learn how to work with easy-to-use online programs that can create your professional look. You will learn how to choose projects that will move your business venture forward. Instructor led, Nina Anderson.

Web Page Design **April 1&8** **9:00am-Noon** **\$99.00**

Web design can be complicated and expensive if you outsource it. If you just need a simple business presence or want to become a blogger, Wordpress is the way to go – knowledge of code is not necessary. This two session course will explain how to set up a blog, covert to a website, use keywords to promote it, choose a proper design, add photos or video, link to your FB page, use widgets and more. You will be able to let your customers or friends see your creation and have the satisfaction of being part of the IT circle. Instructor led, Nina Anderson.