

All Computer Classes meet twice a week and offer morning, afternoon, and evening schedules, plus once-a-week Saturday schedules are often available. Enrolled students may utilize our **Student Practice Lab** for practice and completing assignments.

Three levels of Computer Training are Available!

## Beginner Level: Intro to Computers

For the student just starting out!

**Length of Course:** 8 hrs

**Cost:** Free! (\$20 deposit required-fully refunded at end of training session)

**Certification:** None

**Prerequisite:** None

**Description:** For the absolute beginner-Students will build confidence and comfort with using a computer. Learn the basic parts of the computer, how to start and shut down the computer, how to use the mouse & keyboard, how to open and close programs, how to save and print a file, how to access the Internet, how to properly care for a computer, and a brief introduction to MS Office word processing toolbars. No tests or exams!



## Intermediate Level: Intro to Key Office Applications

For the student who wants to advance in skills!

**Length of Course:** 24 hrs

**Cost:** \$220

**Certification:** Certificate of Completion from our School

**Prerequisite:** Intro to Computers or demonstration of basic computer skills.

**Description:** For the student who has basic computer skills, but needs specific training in common MS Office productivity software. Learn the basic functions of MS Word for word processing, MS Excel for spreadsheet development, and MS PowerPoint for presentations. Students must maintain a passing grade through scoring of classroom quizzes and completion of assignments to receive a Certificate of Completion.



## Advanced Level: IC<sup>3</sup> Certification Preparation

For the student who wants to earn a national computer skills credential!

**Length of Course:** 54 hrs

**Cost:** \$650

**Certification:** Eligible to sit for IC<sup>3</sup> National Certification Exam at our school; those successfully passing will earn the credential: Internet and Computing Core Certification (IC<sup>3</sup>) from Certiport.

**Prerequisite:** Intro to Key Office Applications or demonstration of MS Office skills.

**Description:** For the student who has basic MS Office computer skills, but wants to advance in computer skills knowledge and earn a nationally-recognized credential. Learn technical computer fundamentals; more advanced word processing, spreadsheet, & presentation software functions; and advanced Internet & Email skills. Students must maintain a passing grade through scoring of classroom quizzes and completion of assignments to be eligible to sit for the Certification Exam.



**Ask us about:**  Referrals to agencies offering training funds.  No-Interest Payment Plans.