



COMPUTER SKILLS COURSES

MICROSOFT OFFICE

COURSE TITLE	DESCRIPTION	TARGET SKILLS
Excel Basic	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Getting started with Microsoft Office Excel • Performing calculations • Modifying a worksheet • Formatting a worksheet • Printing workbooks • Managing workbooks 	This course is intended for students who wish to gain the foundational understanding of Microsoft office Excel that is necessary to create and work with electronic spreadsheets.
Excel Intermediate	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Working with functions • Working with lists • Analyzing data • Visualizing data with charts • Using PivotTables and Pivot Charts 	This course is designed for students who already have a foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functional in Excel to analyze and present data.
Excel Advanced	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Working with multiple worksheets and workbooks • Using lookup functions and formula auditing • Sharing and protecting workbooks • Automating workbook functionality • Creating sparklines and mapping data • Forecasting data 	This course is intended for students who are experienced Excel users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.
Word Basic	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Getting started with Word • Formatting text and paragraphs • Working more efficiently • Managing Lists • Creating and format tables • Adding Tables • Inserting graphic objects • Controlling page appearance 	This course is intended for students who want to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Word Intermediate	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Organizing content using tables and charts • Customizing formats using styles and themes • Inserting content using quick parts • Using templates to automate document formatting • Controlling the flow of a document • Simplifying and managing long documents • Using mail merge to create letters, envelopes, and labels 	<p>This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.</p>
Word Advanced	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Manipulating images • Using custom graphic elements • Collaborating on documents • Adding document references and links • Securing a document • Using forms to manage content • Automating repetitive tasks with macros 	<p>This course is intended for students who want to use advanced capabilities in Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.</p>
Outlook Basic	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Getting started with Outlook • Formatting messages • Working with attachments and illustrations • Customizing message options • Organizing messages • Managing your contacts • Working with the calendar • Working with tasks and notes 	<p>This course is intended for people who have a basic understanding of Microsoft Windows and need to know how to use Outlook as an email client to manage their email communications, calendar appointments, contact information, and other communication tasks. In addition to creating and sending email, this course will introduce you to organizing your mail, working with attachments, formatting message text, scheduling meetings, and responding to meeting invitations.</p>
Outlook Advanced	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Modifying messages and set global options • Organizing, searching, and managing messages • Managing your mailbox • Automating message management • Working with calendar settings • Managing contacts • Managing activities by using tasks • Sharing workspaces with others • Managing Outlook data files 	<p>This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.</p>

PowerPoint Basic	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Getting started with PowerPoint • Developing a PowerPoint presentation • Performing advanced text editing operations • Adding graphical elements to your presentation • Modifying objects in your presentation • Adding tables to your presentation • Adding charts to your presentation • Preparing to deliver your presentation 	<p>This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations.</p>
PowerPoint Advanced	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Modifying the PowerPoint environment • Customizing design templates • Adding SmartArt and math equations to a presentation • Working with media and animations • Collaborating on a presentation • Customizing a slide show • Securing and distribute a presentation 	<p>This course is intended for students who have a foundational working knowledge of PowerPoint, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.</p>
Publisher (single level)	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Getting started with Microsoft Publisher • Adding content to a publication • Formatting text and paragraphs in a publication • Managing text in a publication • Working with graphics in a publication • Preparing a publication for sharing and printing 	<p>This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Office Publisher to create, lay out, edit, and share publications.</p>

MICROSOFT WINDOWS

COURSE TITLE	DESCRIPTION	TARGET SKILLS
Introduction to Computers	Topics Covered: <ul style="list-style-type: none">• Getting started with Windows• Using Windows universal apps and desktop applications• Working with files and folders• Using Cortana and Edge• Customizing the Windows environment• Installing and removing devices• Use Windows security features	This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows operating system for personal and/or professional reasons.

COMPUTER SECURITY

COURSE TITLE	DESCRIPTION	TARGET SKILLS
Computer/Information Security	Topics Covered: <ul style="list-style-type: none">• Social engineering• Good computer practices• Secure password creation• Computer use policy• Public vs. private information• Information privacy policy	This course is designed for team members and office staff who interact with customers/clients and use the internet and email regularly.