

LENOX HILL NEIGHBORHOOD HOUSE COMPUTER TRAINING PROGRAM SPRING 2011 COURSE DESCRIPTIONS

Beginning Computers

This foundational class prepares students to perform basic computer functions with confidence. Students learn how to work a text, write a story or a business letter, cut and paste and save work. Students learn how to format text, correct mistakes and customize their work. Internet and e-mail skills are also explored.

One 10-week class.

Beginning Word & Intermediate Word

Beginning Word introduces students to categories of the ribbon's functions and tools. Students learn to format, cut and paste, save, print and manipulate text.

In **Intermediate Word**, students discover Tabs, Templates, Columns, Tables, Headers-Footers and basic graphics using ClipArt and WordArt. Students create a flyer, newsletter and greeting card. Mail merge and basic database are also covered.

Two 5-week classes.

Review Word

In **Review Word**, students begin applying skills and use Word tools to build proficiency, speed and confidence. Material is reviewed to apply to individual projects and manifest tangible results.

One 5-week class.

Beginning Excel & Intermediate Excel

Beginning Excel starts with an understanding of a standard spreadsheet, exploring the tool bar, basic data entry, formatting and series fill.

In **Intermediate Excel**, students learn more complex formulas with functions and mixed arguments. Data extraction, *What If* and logical functions are taught to support essential business practices.

Two 5-week classes.

Review Excel

Excel's basic tools are reviewed, practiced and applied to increasingly complex scenarios to build confidence and skill.

One 5-week class.

Beginning PowerPoint & Intermediate PowerPoint

In **Beginning PowerPoint**, students learn how to create presentations and handouts using templates and how to create original background templates.

In **Intermediate PowerPoint**, students import new templates from the Microsoft website and learn how to create slide transitions and custom animations using object movements, as well as sound and video files.

Two 5-week classes.

Review PowerPoint

We will take on a substantial project that reflects the diversity of this program and illustrates its business impact.

One 5-week class.

Internet & Email

Students learn basic capabilities such as search engines, search techniques and hyper-search using Internet Explorer. Specialized websites are explored and students learn to create and manage Favorites. The class utilizes basic PC skills, from tool bar functions and pages to menus, tabs and ribbons. Students learn about these functions and how to manage them. Students learn how to create an attachment, contact list and Microsoft Word file, how to use folders for sorting and storing mail and how to copy and paste from an outside source.

One 10-week class.

Review Internet

Students practice their surfing and researching skills in the **Internet** class. Students choose a project that will challenge them to utilize all the opportunities and options the Internet provides.

One 5-week class.

Digital Photography & Social Networking

In **Digital Photography**, students learn how to use their own cameras and cables. Students learn how to transfer image files from the camera to the computer and from the computer to the Internet / e-mail. Basic photo editing using Adobe Photoshop is also covered.

In **Social Networking**, students learn how to navigate and communicate through online social networks like Facebook, MySpace, Twitter and LinkedIn.

Students need basic internet skills and a working e-mail address to participate in this class.

Two 5-week classes.

Practice Sessions

Students are encouraged to absorb and apply their learning through unlimited supervised practice sessions Monday – Thursday, 11:45 a.m. – 12:45 p.m. and Saturday, 2:15 p.m. – 3:45 p.m. Public access to practice sessions is available for \$10/hour.

Tutoring Sessions

We are happy to provide one-on-one tutoring. Call us for an appointment.

60 minutes for \$50 or 90 minutes for \$75.

To register for these classes, call 212-744-5022, ext. 1305

Lenox Hill Neighborhood House 331 East 70th Street New York, NY 10021



Spring 2011

Computer Classes April 11 - June 17

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|---|--------|--|
| | 10:00 - 11:30 Beginning Computers for Seniors April 12 - June 14 | 10:00 - 11:30 Beginning Word April 13 - May 11 Intermediate Word May 18 - June 15 | 10:00 - 11:30 Beginning Computers April 14 - June 16 | | |
| Practice 11:45 - 12:45 | Practice 11:45 - 12:45 | Practice 11:45 - 12:45 | Practice 11:45 - 12:45 | | Practice 1 - 2:15 & 2:30 - 3:45 |
| 1:00 - 2:30 Internet and Email April 11 - June 13 | 1:00 - 2:30 Keyboard Typing April 12 - June 14 | 1:00 - 2:30 Internet and Email April 13 - June 15 | 1:00 - 2:30 Digital Photography April 14 - May 12 Social Networking May 19 - June 16 | | |
| 2:45 - 4:15 Review Word April 11 - May 9 Review Internet May 16 - June 13 | 2:45 - 4:15 Tutoring | 2:45 - 4:15 Review Excel April 13 - May 11 Review PowerPoint May 18 - June 15 | 2:45 - 4:15 Tutoring | | |
| 5:30 - 7:00 Beginning PowerPoint April 11 - May 9 Intermediate PowerPoint May 16 - June 13 | 5:30 - 7:00 Beginning Excel April 12 - May 10 Intermediate Excel May 17 - June 14 | 5:30 - 7:00 Beginning Computers April 13 - June 15 | 5:30 - 7:00 Beginning Word April 14 - May 12 Intermediate Word May 19 - June 16 | | |

Fees: 10 wk class: \$200 registration by April 4, \$225 after April 4, \$225 after April 4. **One 5 wk class: \$150** by April 4, \$160 after April 4. **Two 5 wk classes: \$225** by April 4, \$250 after April 4.

Fees include unlimited supervised practice sessions per term. Fees for public access to supervised practice sessions \$10 each.

Private tutoring available: \$50 - 60 minutes / \$75 - 90 minutes

No refunds after April 8. There is a 10% handling fee on all refunds issued.

CLOSED MONDAY MAY 31 **Schedule subject to change**

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