# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

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# **COMPUTER BASICS**

***Class Description:***

This class is designed for participants who have *no or very limited* prior computer experience. The class will move at a slower more simplified pace than other classes. Topics include basic computer components, terminology, learning to use a mouse, keyboard familiarity, and working with programs operating under Windows®. Participant will gain hands-on experience using a laptop computer.

***Class Format:*** Hands on computer activities and exercises *8 hours*

***Class Performance Factors:*** *Execution, Job Knowledge, Technical Skills*

***Class Objectives:***Upon completion, the participant will operate a computer and be able to:

* identify basic components
* use a computer mouse
* understand basic keyboard functions and their uses
* use programs operating under Windows®

***Class Requirements****: Prerequisites: none*

*NOTE: To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

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# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

## BASIC WINDOWS® (XP)

***Class Description:***

This beginner’s class is appropriate if you have some basic knowledge of operating a personal computer. In this class, the participant will learn procedures common to all Windows® programs and those unique to XP®.

***Class Format:*** Lecture, group discussions, hands on demonstrations, computer activities and exercises

*8 hours*

***Class Performance Factors:*** *Execution, Job Knowledge, Technical Skills*

***Class Objectives:***Upon completion, the participant will have a working knowledge of:

* Windows XP® operating system
* file management
* how to set up folders and subfolders
* how to move, copy and delete files
* cut and paste, copy, move, drag and drop
* use the “save” and “save as” commands
* how to go from portable storage devices such as CDs to the hard drive and vice versa
* how to customize the Windows® desktop

***Class Requirements****: Prerequisites: Introduction to Computers skills level of competency*

*NOTE: To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Basic Windows® 07**

***Class Description:***

This beginner’s class is appropriate if you have some basic knowledge of operating a personal computer. In this class, the participant will learn procedures common to all Windows® programs and those unique to Windows 7®.

***Class Format:*** Lecture, group discussions, hands on demonstrations, computer activities and exercises  *8 hours*

***Class Performance Factors:*** *Execution, Job Knowledge, Technical Skills*

***Class Objectives:***Upon completion, participant will have a working knowledge of:

* Windows 7® operating system
* file management
* how to set up folders and subfolders
* how to move, copy and delete files
* cut and paste, copy, move, drag and drop
* use the “save” and “save as” commands
* how to go from portable storage devices such as CDs to the hard drive and vice versa
* how to customize the Windows desktop

***Class Requirements****: Prerequisites: Introduction to Computers skills level of competency*

***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

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# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

## MICROSOFT® WORD 2007

***Class Description:*** In this class, the participant will learn basic concepts required to produce basic documents. You will create, edit, and enhance standard documents using Microsoft® Office Word 2007.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises  *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this training, the participant will be able to:

* create a basic document
* edit documents by locating and modifying text
* format text and format paragraphs
* add tables to a document
* add graphic elements to a document
* control a document's page setup and its overall appearance
* proof documents to make them more accurate

***Class Requirements****: Prerequisite: Introduction to Computers skills level of competency*

*NOTE: To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® Word 2007 Intermediate**

***Class Description:*** In this class, the participant will create complex documents using Microsoft® Office Word 2007.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises  *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:*** Upon successful completion of this class, the participant will be able to:

* manage lists
* customize tables and charts
* customize formatting with styles and themes
* modify pictures in a document
* create customized graphic elements
* control text flow
* use templates to automate document creation
* perform mail merges
* use macros to automate common tasks

***Class Requirements****: Prerequisite: Intro to MS Word 2007 skills level of competency*   ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® Word 2007 Advanced**

***Class Description:*** In this class, the participant will learn how to use Microsoft ® Word2007 to create, manage, revise, and distribute long documents, forms.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises

*8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* use Microsoft Office Word 2007 with other programs
* collaborate on documents
* manage document versions
* add reference marks and notes
* make long documents easier to use
* secure a document

***Class Requirements****: Prerequisite: MS Word Intermediate skills level of competency*  ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

## MICROSOFT® EXCEL 2007

***Class Description:*** In this class, the participant will create and edit basic Microsoft® Office Excel 2007 worksheets and workbooks.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises  *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* explore the Microsoft® Office Excel 2007 environment
* create a basic worksheet
* change row widths and heights
* insert and delete rows and columns
* print spreadsheets
* insert page breaks
* create charts

***Class Requirements****: Prerequisite: Microsoft Word 2007 Intermediate skills level of competency NOTE: To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® Excel 2007 Intermediate**

***Class Description:*** In this class, the participant will use Microsoft Excel 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises  *8 hrs*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* calculate with formulas
* organize worksheet and table data using various techniques
* create and modify charts
* analyze data using Pivot Tables and Pivot Charts
* insert graphic objects
* customize and enhance workbooks

***Class Requirements****: Prerequisite: Introduction to Microsoft Excel 2007 skills level of competency*

*NOTE: To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® Excel 2007 Advanced**

***Class Description:*** In this class, the participant will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises  *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* increase productivity and improve efficiency by streamlining your workflow
* collaborate with others using workbooks
* audit worksheets
* analyze data
* work with multiple workbooks
* import and export data
* use Excel with the web
* structure workbooks with XML

***Class Requirements****: Prerequisite: Microsoft Excel 2007 Intermediate skills level of competency*  ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

## MICROSOFT® POWERPOINT 2007

***Class Description:*** In this class, the participant will work with Microsoft® Office PowerPoint 2007 to create electronic presentations.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises, power point presentations  *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* initiate PowerPoint
* create a presentation
* format text on slides
* add graphical objects to a presentation
* modify objects on slides
* add tables to a presentation
* add charts to a presentation
* prepare to deliver a presentation

***Class Requirements****: Prerequisite: Microsoft Word 2007 Intermediate skills level of competency* ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® PowerPoint 2007 Intermediate**

***Class Description:*** In this class, you will enhance a presentation with features that will transform it into a powerful means of communication.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises, power point presentations *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* customize the PowerPoint environment
* customize a design template
* add diagrams to presentation
* add special effects and animation to a PowerPoint presentation
* use the various options to customize slide shows
* use PowerPoint to publish slides to a slide library and secure your presentations
* finalize a presentation

***Class Requirements****: Prerequisites: Microsoft PowerPoint 2007 Introductory skills level of competency*  ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® PowerPoint 2007 Advanced**

***Class Description:*** In this class, the participant will apply skills learned in MS PowerPoint Intermediate to finalize and present a presentation.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises, power point presentations *8 hours*

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Objectives:*** Upon successful completion of this class, the participant will be able to:

* complete customization of the PowerPoint environment
* complete the design template customization
* finalize presentation’s diagrams
* finalize presentation’s special effects and animation
* finalize the select options to customize slide shows
* practice presenting a presentation

***Class Requirements****: Prerequisite: Microsoft PowerPoint 2007 Intermediate skills level of competency*  ***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES**

**INTERNET FUNDAMENTALS**

***Class Description:***

The Internet has become the primary source of information for people who know how to use it well. This class will help you learn how to do more effective searches, how to use Internet based email, seek directions, price comparisons, travel information and much more.

***Class Performance Factors:*** *Execution, Communication Skills, Job Knowledge, Technical Skills*

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises, power point presentations

*8**hours*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* execute more effective searches using various search engines
* set up and use Internet based email
* use internet to get directions
* make price comparisons
* obtain travel information
* explore on line buying and selling
* understand the importance of internet safety and have an awareness of the risks

***Class Requirements****: Prerequisites: Introduction to Computer skills level of competency*

***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

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# ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES

## MICROSOFT® ACCESS 2007

***Class Description:***

In this class, the participant will create and modify new databases and their various objects. The participant will learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access 2007 with other applications.

***Class Format:*** Lecture, group discussions, hands on computer activities and exercises, power point presentations

*8 hours*

***Class Performance Factors:*** *Execution, Job Knowledge, Technical Skills*

***Class Objectives:*** Upon successful completion of this class, the participant will be able to:

* examine the basic database concepts and explore the Microsoft® Office Access 2007 environment
* design a simple database
* build a new database with related tables
* manage the data in a table
* query a database using different methods
* design forms - generate reports
* modify the design and field properties of a table to streamline data entry and maintain data integrity
* retrieve data from tables using joins
* create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries
* enhance the capabilities of a form
* customize reports to organize the displayed information and produce specific print layouts
* share Access data across other applications

***Class Requirements****: Prerequisite: Microsoft Word 2007Advanced skills level of competency*

***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**Microsoft® Access 2007 Intermediate**

***Class Description:*** In this class, the participant will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

***Class Format:*** Lecture, power point presentations, discussions, hands on demonstrations, activities and exercises using lap top computers  *8 hours*

***Class Performance Factors:*** *Execution, Job Knowledge, Technical Skills*

***Class Objectives:***Upon successful completion of this class, the participant will be able to:

* re-structure data into appropriate tables to ensure data dependency and minimize redundancy
* write advanced queries to analyze and summarize data
* create and revise Access macros
* display data more effectively in a form
* customize reports by using various Access features
* maintain your database using tools provided by Access

***Class Requirements****: Prerequisites: Intro to Microsoft Access 2007 Intermediate skills level of competency*

***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*

**ALAMANCE COMMUNITY COLLEGE BUSINESS AND INDUSTRY TRAINING SERVICES**

**NEW TECHNOLOGY**

***Class Description:*** This beginning class will introduce participants to the latest computer technology applications, disciplines and gadgets that may be used in a professional and/or personal environment.

***Class Format:*** Lecture, discussions, hands on demonstrations, using lap top computers  *8 hours*

***Class Performance Factors:*** *Execution, Technical Skills*

***Class Objectives:***Upon completion, the participant will be aware of the following technological advances in computer tool and gadgets and their uses:

* new gadgets, tools: Smartphones, Ipods, Livescribes, Smartboards, video conferencing, etc.
* file systems, input and output and storage devises
* network connectivity
* resource sharing on a Network
* virtual environments
* modems and other communication devices
* menus and dialogues
* interface devises
* systems security and safety

***Class Requirements****: Prerequisites: Basic Computer and Introduction to Computers level of competency*

***NOTE:*** *To successfully complete this class, participants must meet an 80% minimal attendance requirement.*