**Computer Classes Offered at Kent County Learning Center**

**PC ESSENTIALS I**

This is an introductory course for students with little or no prior computer experience in using a PC, utilizing the latest version of the PC operating system, and in using the Internet as a resource. Students will be exposed to operating system functions, including, copying and manipulating files, and creating folders and directory structures. Students will be introduced to the structure and use of the Internet, electronic mail (e-mail), browsing and searching the Internet, and issues of “netiquette”. Students will learn elementary hardware and software operations and basic computer terminology. Considerable hands-on experience will be provided. **Tuition: Incounty** **$55, Out-of-county $60, Out-of-** **State $65. All students pay $115 lab fee.**

**WORD FOR WINDOWS**

Create professional looking documents using MS Word. Students will learn skills including formatting, editing, justification, spacing, page layout and the use of fonts. Multi-tasking techniques to work with multiple documents will also be covered. An introduction to the Windows operating system will be included. Keyboarding experience is helpful. **Tuition: In-county** **$50, Out-of-county $55, Out-of-State $60.** **All students pay $110 lab fe**e.

**INTERMEDIATE WORD**

Students enrolling in this course should have an understanding of the basic concepts of PC use as well as a working knowledge of the Windows operating system and MS Word. Topics include working with tables, graphs, templates, columns, and workplace customization using MS Word. **Tuition: In-county $50,** **Out-of-county $55, Out-of-State $60. All** **students pay $110 lab fee.**

**EXCEL FOR WINDOWS**

Learn the basics of creating a spreadsheet using MS Excel. Produce professional quality spreadsheets, using labels, values, formulas, functions, and graphics. Students must have completed an introductory level class that includes using

the Windows operating system or have equivalent experience before taking this course. **Tuition: In-county $55, Out-of county**

**$60, Out-of-State $65. All students pay $115 lab fee.**

**INTERMEDIATE EXCEL**

This course is designed for those who have had experience using Microsoft Excel. Topics include: advanced formulas, custom views, sorting and filtering data, and integration with MS Word. **Tuition:** **In-county $55, Out-of-county $60, Out-of-** **State $65. All students pay $115 lab fee.**

**POWERPOINT**

This course is designed to provide students with the basic skills necessary to create presentations using Microsoft PowerPoint. Students should have a working knowledge of a PC and an understanding of the Windows operating system. **Tuition: In-county $15, Out-of county** **$20, Out-of-State $25. All students** **pay $84 lab fee.**

**QUICKBOOKS**

This course is designed to introduce this easy-to-use, complete accounting system for small businesses which provides key business features such as checks, invoices, and forms on screen. You fill in the information and QuickBooks Pro does the accounting for you. A brief introduction to advanced features of the program will be discussed. Students should be familiar with PC operations. **Tuition: In-county** **$55, Out-of-county $60, Out-of-State $65.** **All students pay $115 lab fee.**

**ADVANCED QUICKBOOKS**

This course is recommended for students who have completed a basic QuickBooks course or have some practical experience using QuickBooks. Topics will include a review of advanced QuickBooks features for managing accounts payable, accounts receivable, payroll and banking. **Tuition:** **In-county $55, Out-of-county $60, Out-of-** **State $65. All students pay $115 lab fee.**