

Computer Skills

Basic Computer Skills Certificate

Begin here if you are a novice computer user and are seeking computer job skills.

Review lessons 1 and 2 prior to the first session. Do not do exercises.

Introduction to Computers..... CSFT-8001C

Ideal for beginners seeking computer job skills. Learn basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Bring USB drive. Text required, see page 46. (5 sessions)

92872 TTH 1/10-1/24 6 PM-8:55 PM \$119 SOU TBD M. Burton
92873 S 1/14-2/11 9 AM-11:55 AM \$119 SOU C339 J. Lofquist
92870 MW 1/18-2/1 6 PM-8:55 PM \$119 CTR H214 L. Bosek
92874 MW 1/23-2/6 9 AM-11:55 AM \$119 SOU C321 S. Silvan
92871 TTH 3/13-3/27 6 PM-8:55 PM \$119 CTR E115 L. Bosek

MS Office 2010 CSFT-8063A

Prerequisite: Introduction to Computers or the equivalent knowledge.

Master basic techniques of Word, enter and edit data, construct simple formulas and depict data using column and pie charts using Excel. Create a database in Access that tracks information. Use PowerPoint to create a presentation. Bring USB drive. Text required, see page 46.

(12 sessions)

93087 TTH 1/31-3/8 6PM-9PM \$395 SOU C 321 M. Burton
93085 S 2/4-4/14 9AM-1PM \$395 SOU C337 D. Haslett
93089 MW 3/12-4/23 9AM-12PM \$395 SOU C 337 S. Silvan
93091 TTH 4/3-5/10 6PM-9PM \$395 CTR E 115 L. Bosek

Call 586.498.4000 or email continuinged@macomb.edu after completing all required classes to request your Macomb WCE program certificate.

Basic Workplace Computing Certificate

For learners who are seeking a solid basic understanding of Word, Excel and PowerPoint. Review lessons 1 and 2 prior to the first session. Do not do exercises.

Word 2010 Level 1 CSFT-8064

Prerequisite: Introduction to Computers or the equivalent knowledge

Review the new 2010 Ribbon interface. Create and enhance business letters, memoranda, reports, and press releases using Word's spelling and grammar checkers, AutoCorrect, Format Painter, and drag and drop. Work with mail merge. Bring USB drive. Text required, see page 46.

(4 sessions)

92883 TTH 2/7-2/16 6 PM-8:55 PM \$109 CTR E115 M. Zdybel
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Excel 2010 Level 1 CSFT-8065

Prerequisite: Introduction to Computers or the equivalent knowledge

learn Excel 2010 basic skills. Review the new Office Ribbon interface. Enter and edit data, select cells and ranges, print worksheets, create formulas and functions, create and modify charts, and format cell contents. Bring USB drive. Text required, see page 46. (4 sessions)

92884 TTH 2/21-3/1 6 PM-8:55 PM \$109 CTR E115 L. Zane
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PowerPoint 2010 Level 1 CSFT-8066

Prerequisite: Introduction to Computers or the equivalent knowledge

Review the Ribbon. Create and present a slide show. Use bulleted lists and design concepts, clip art, animation, and sound. Learn copying text and objects, setting character spacing, rearranging slides, and more. Insert an Excel workbook. Bring USB drive and ear buds/earphones. Text required, see page 46. (3 sessions)

92885 TTH 3/13-3/20 6 PM-8:55 PM \$99 CTR TBD M. Zdybel
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**More programs and courses
available at these websites:
www.gatlineducation.com/macomb
www.ed2go.com/macomb**



Intermediate Workplace Computing Certificate

For learners who are seeking intermediate skills in Word, Excel and PowerPoint.
Review lessons 1 and 2 prior to the first session. Do not do exercises.

Word 2010 Level 2 CSFT-8067

Prerequisite: Word 2010 Level 1 or the equivalent knowledge
Learn intermediate skills. Create, sort, format, and perform calculations in tables. Practice breaks, columns, clip art, themes, page orientation and size, shapes, picture editing, footnotes and endnotes, headers and footers, captions and a table of figures. Bring USB drive. Text required, see page 46. (3 sessions)
93036 TTH 3/22-3/29 6 PM-8:55 PM \$99 SOU C321 S. Silvan

Excel 2010 Level 2 CSFT-8068

Prerequisite: Excel 2010 Level 1 or the equivalent knowledge
Sort rows, freeze headings, and split windows. Draw, move, and size art. Use standard and create custom templates. Lock cells; apply worksheet protection, passwords and digital signatures. Copy formatting and use linked formulas. Create hyperlinks and more. Bring USB drive. Text required, see page 46. (4 sessions)
93035 TTH 4/10-4/19 6 PM-8:55 PM \$109 SOU C321 D. Haslett

Powerpoint 2010 - Level 2 CSFT-8069

Prerequisite: PowerPoint 2010 Level 1 or the equivalent knowledge
Learn intermediate skills that enhance your slide presentation. Add sound, videos, buttons and slideshow timing. Create and customize tables. Customize themes and slide masters. Print handouts with headers and footers. Bring USB drive and ear buds/earphones. Text required, see page 46. (3 sessions)
92888 S 4/21-5/5 9 AM-11:55 AM \$99 SOU C337 D. Haslett

Call 586.498.4000 or email continuing@macomb.edu after completing all required classes to request your Macomb WCE program certificate.

Additional Computer Skills

Review lessons 1 and 2 prior to the first session. Do not do exercises.

Access 2010 Level 1 CSFT-8070

Prerequisite: Introduction to Computers or the equivalent
Design and create a database, generate reports, create queries, and build a table from a worksheet. Explore database management, how to modify table structures, set Lookup fields and field properties, and analyze and document a database. Bring USB drive. Text required, see page 46. (4 sessions)
93077 F 3/16-4/13 6 PM-8:55 PM \$109 CTR L. Zane

Access 2010 Level 2 CSFT-8071

Prerequisite: Access 2010 Level 1 or the equivalent
Design a relational database and work with relationships. Use multiple tables, set criteria, sort and limit results, perform calculations, and create crosstab, unmatched, and duplicate queries. Customize input forms and reports. Generate labels and reports. Bring USB drive. Text required, see page 46. (4 sessions)
92893 F 4/20-5/11 6 PM-8:55 PM \$109 CTR H214 L. Zane

Excel 2010 Level 3 CSFT-8072

Prerequisite: Excel 2010 Level 2 or the equivalent
Create and format PivotTable and Pivot Charts, macros, data tables and trend lines. Examine PMT and FV functions; Goal Seek; Solver; the Analysis Tool Pak; the Scenario Manager; 3-D cell references and the HLOOKUP, VLOOKUP, and IF functions. Bring USB drive. Text Required, see page 46. (5 sessions)
92894 TTH 4/24-5/8 6 PM-8:55 PM \$129 CTR Staff
93034 TTH 4/24-5/8 6 PM-8:55 PM \$129 SOU C321 Staff

Keyboarding Basics CSFT-8059

Prerequisite: Introduction to Computers or the equivalent knowledge
Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation using the touch method. Bring USB drive and ear buds / earphones to 1st session. Text including software optional but recommended. (6 sessions)
92875 S 1/21-2/25 12:30 PM-2:25 PM \$109 SOU C329 J. Lofquist

It's always a great time to learn and discover!

