



## **French River Education Center**

672 Main Street - North Oxford, MA 01537

508-987-0219 - [www.frec.org](http://www.frec.org)

### ***Computer Applications Training Program***

#### **Course Location:**

French River Education Center – 672 Main Street – North Oxford, MA 01537

#### **Course Times:**

8:00 a.m. to 12:00 p.m. – Monday - Friday

#### **Tuition:**

\$5,000 per person

(includes training manuals on each segment)

#### **Course Total Hours:**

240 hours

#### **Course Description:**

This 240 hour, instructor-lead, “hands on”, drill and practice course is designed to provide trainees with instruction in the use of several industry-standard software packages including Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook); QuickBooks Pro; and the Internet for business applications. The featured operating system is Windows. The Center’s climate controlled computer lab is equipped with Pentium-based PCs, with 23” monitors; color ink-jet and laser printers; Interactive White-Board technology; state-of-the-art projection system; and full time/full access to the Internet.

The computer:student ratio is 1:1 and class size is limited to thirteen (13). Recognizing today’s business environment, successful program completers enhance their employability profile, a result of newly acquired knowledge of PCs and a demonstrated Microsoft Office proficiency. Six (6) training texts are provided.

Prior experience with computers is not a requirement for this program although keyboard familiarity is helpful.

#### **Course Breakdown:**

- Segment 1:** Computer Concepts / Using Windows (4 Hours)
- Segment 2:** Using the Internet (4 Hours)
- Segment 3:** Microsoft Outlook (8 Hours)
- Segment 4:** Microsoft Excel (60 Hours)
- Segment 5:** Microsoft Word (60 Hours)
- Segment 6:** Microsoft Word: Mail Merge (12 Hours)
- Segment 7:** Microsoft Access (28 Hours)
- Segment 8:** QuickBooks Pro (32 Hours)
- Segment 9:** Microsoft PowerPoint (32 Hours)

## **Segment 1 (COURSE # 1000301A): Computer Concepts / Using Windows**

### **Participants:**

This overview has been designed for students who have no previous experience with personal computers (PCs).

### **Prerequisites:**

There are no prerequisites for this segment.

### **Objective:**

Participants will develop an understanding of the basic hardware components of computers and how these components interact to produce the primary functions of everyday computer operations. In addition, students will receive an overview of basic software and how software and hardware interact with each other. This overview will include an examination of Microsoft operating systems and office applications. Students will also receive hands-on training in the basic procedures and skills necessary for using the Windows operating environment.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises, aided by an exercise disk with sample files.

### **Outline:**

#### ***Elements of a Personal Computer***

- The System Unit
- Memory Types
- Input/Output Devices
- Storage Devices
- Hard Disk Drives
- Starting the Computer

#### ***Using the Windows Op System***

- Starting the Operating System
- Multi-Tasking
- Looking at the file structure
- Using the Control Panel
- Printing

#### ***Segment Lab:***

- Installing computer memory
- Checking system resources
- Basic computer maintenance

## **Segment 2 (COURSE #1000301B): Using the Internet**

### **Participants:**

This overview has been designed for students who have no previous experience with the Internet.

### **Prerequisites:**

Segment 1: Computer Concepts / Using Windows

### **Objective:**

Students will learn how the Internet works, what is needed to connect in a business and home environment, and how to use Microsoft Internet Explorer (and other Browser software programs) to browse and search the Web. They will develop an understanding of the Internet and the World Wide Web, their terminology, ISPs, and new connection options.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- What is the Internet?
- Connecting to the Internet
- Exploring the Internet
- What is the World Wide Web?
- Web Browsers
- Using Browsers
- Searching the Internet
- Creating Favorites/Bookmarks

### **Segment Lab:**

- Searching for Internet content
- Organizing Favorites/Bookmarks into folders

### **Segment 3 (COURSE # 1000301C): Microsoft Outlook**

#### **Participants:**

This overview has been designed for students who have no previous experience with Microsoft Outlook.

#### **Prerequisites:**

Segment 1: Computer Concepts / Using Windows

#### **Objective:**

Students will learn the basics of Microsoft Outlook: e-mail, scheduling, calendar appointments, contact lists, tasks, and notes.

#### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

#### **Outline:**

- Getting Started
- Using the Inbox and E-Mail
- Working with Contacts
- Using the Calendar
- Setting Appointments
- Working with Tasks
- Using Notes

## **Segment 4 (COURSE #1000301D): Microsoft Excel**

### **Participants:**

This overview has been designed for students who have no previous experience with Microsoft Excel.

### **Prerequisites:**

Segment 1: Computer Concepts / Using Windows

### **Objective:**

Students will develop an understanding of the Excel environment and spreadsheet concepts such as: entering data; formatting data; editing data; working with formulas; changing the page setup; printing; using the spell check; freezing windows; using Excel Database features; creating Template Documents; and creating pie, bar, and line charts.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- What is an Electronic Spreadsheet?
- Introducing the Excel Worksheet
- Using Ribbons
- The Document Window
- Handling Files
- Entering Data in the Worksheet
- Editing Cell Contents
- Range Selection
- Copying and Moving Data
- Column Widths
- AutoFit
- Inserting Rows and Columns
- Deleting Rows and Columns
- Using Undo/Redo
- Working with Worksheets
- Formatting a Worksheet
- Using AutoFormat
- Creating Simple Formulas
- Previewing the Worksheet
- Using the Settings in Page Setup
- Printing the Worksheet
- Working with Windows
- Freezing Window Panes
- Excel Database - Sorting
- Excel Database - Filtering
- Creating Charts
- Selecting Chart Types
- Printing Charts

## **Segment 5 (COURSE #1000301E): Microsoft Word**

### **Participants:**

This overview has been designed for students who have no previous experience with Microsoft Word.

### **Prerequisites:**

Segment 1: Computer Concepts / Using Windows

### **Objective:**

Students will develop an understanding of word processing, document preparation, and basic desktop publishing features.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- Word Processing Basics
- Creating and Saving Documents
- Opening Existing Documents
- Moving Around Within a Document
- Selecting and Deselecting Text
- Using Undo to Correct Mistakes
- Cutting, Copying, and Pasting Text
- Using Fonts and Character Formatting
- Using Paragraph Formatting and Alignment
- Using the Rulers to Set Margins, Indents, and Tabs
- Checking Spelling and Grammar Automatically
- Using the Thesaurus
- Inserting Dates and Times
- Using the Find and Replace Options
- Using Print Preview
- Setting Page Options
- Creating Bullets and Numbering
- Sending a Word Document via E-mail
- Printing Labels and Envelopes
- Adding Borders to Documents
- Creating Headers and Footers
- Creating a Table
- Inserting Pictures from Clipart
- Inserting Pictures from a Scanner or Digital Camera

### **Segment Lab:**

- Creating Resumes
- Creating Cover Letters
- Creating Reference Sheets
- Creating Scannable Resumes

## **Segment 6 (COURSE #1000301F): Microsoft Word - Mail Merge**

### **Participants:**

This overview has been designed for students who have mastered Word's basics and would like to use its more advanced features such as mail merge and other tools.

### **Prerequisites:**

Segment 5: Microsoft Word

### **Objective:**

Students will move onto more advanced portions of the Microsoft Word program - learning to create Form Letters, Mailing Labels, and Envelopes using Microsoft Word Mail Merge.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- What is Mail Merge?
- The Data Source
- The Main Document
- Merging the Documents
- Creating Mailing Labels

### **Segment Lab:**

- Creating Mail Merge Documents
- Creating Envelopes
- Creating Mail Labels

## **Segment 7 (COURSE #1000301G): Microsoft Access**

### **Participants:**

This overview has been designed for students who have no previous experience with Microsoft Access.

### **Prerequisites:**

Segment 1: Computer Concepts / Using Window

Segment 4: Microsoft Excel

Segment 6: Microsoft Word - Mail Merge

### **Objective:**

Students will learn the basics of the Access interface. This introductory course will deal with single-table example only. The course teaches sorting, filtering, and querying, along with customizing forms and reports.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- What is a Query?
- Creating a Simple Query
- Creating a Query using the Wizard
- Creating a Query from Scratch
- Saving Queries
- Selecting Specific Fields
- Selecting Records
- Using Simple Criteria
- Using Wildcard Characters
- Excluding Fields from a Dynaset
- Using Multiple Selection Criteria
- Using the AND Operator
- Using the OR Operator
- Using AND & OR Operators in the Same Field
- Creating a Form
- Creating an AutoForm
- Using the Form Wizard
- Switching Views
- Moving Around in Forms
- Moving Within Records
- Moving Between Records
- Creating a Report
- Creating an AutoReport
- Using the Report Wizard
- Editing Reports
- Printing Forms and Reports



## **Segment 8 (COURSE #1000301H): QuickBooks Pro**

### **Participants:**

This segment has been designed for students who have no previous experience with QuickBooks Pro and who are interested in learning to post Accounts Payables, Account Receivables, and Payroll information. Students will learn to print necessary accounting reports.

### **Prerequisites:**

Segment 4: Microsoft Excel

### **Objective:**

Students will develop an understanding of **QuickBooks Pro** learn how to create weekly and monthly accounting reports, and learn how to utilize program features to post information.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

#### **Introduction to QuickBooks Pro**

- Understanding Basic Accounting
- Working with the QuickBooks Window
- Backing Up Your Company File

#### **Creating a Company**

- Planning & Creating a Company
- Customizing a Company File
- Editing Your QuickBooks Preferences
- Working with the Balance Sheet Reports

#### **Customer Transactions**

- Working with the Customer: Job List
- Understanding and Creating Service Items
- Creating Invoices
- Receiving Payments
- Entering Sales Receipts
- Making Deposits

#### **Vendor Transactions**

- Entering Bills
- Paying Bills
- Writing Checks
- Paying a Vendor with a Credit Card
- Producing Vendor and P&L Reports

#### **Banking with QuickBooks**

- Creating Bank Accounts
- Transferring Funds
- Credit Card Transactions
- Reconciling Accounts
- Viewing Banking Reports

## **Segment 9 (COURSE #1000301): Microsoft PowerPoint**

### **Participants:**

This segment has been designed for students who have no previous experience with Microsoft PowerPoint and who are interested in creating slide shows, charts, and other types of textual and graphical presentation.

### **Prerequisites:**

Segment 1: Computer Concepts / Using Windows

### **Objective:**

Students will develop an understanding of PowerPoint, learn how to create presentations, and learn how to utilize program features to create professional quality graphics and slides.

### **Structure:**

Course structure is a combination of lectures and hands-on exercises.

### **Outline:**

- Creating a Presentation
- Adding and Editing Text
- Adding & Deleting Slides
- Selecting Objects
- Formatting Text
- Entering Bulleted Information
- Using the Bulleted List Slide
- Using the Bullets and Numbering Command
- Changing Slide Order
- Changing Slide Layout and Design
- Adding Graphics
- Inserting Graphics from Other Sources
- Using WordArt
- Animate Objects
- Customizing the Animation
- Rearranging the Slides
- Printing the Presentation
- Special Printing Options
- Printing in Color
- Viewing the Slide Show
- Setting Up the Slide Show
- Viewing the Slide Show

**French River Education Center**

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**Computer Applications Training Program**

*General Information*

**Instructor:** Paul Neslusan, MOUS  
French River Education Center, Inc.



**Class Times:** 8:00 a.m. to 12:00 p.m.  
Monday thru Friday

**Break Time:** One 15-minute break

**Total Course Hours:** 240 hours

**Topical Outline:**

Segment 1:	Computer Concepts / Using Windows
Segment 2:	Microsoft Internet Explorer
Segment 3:	Microsoft Outlook
Segment 4:	Microsoft Excel
Segment 5:	Microsoft Word
Segment 6:	Microsoft Word: Mail Merge
Segment 7:	Microsoft Access
Segment 8:	QuickBooks Pro
Segment 9:	Microsoft PowerPoint

<b><u>Daily Schedule:</u></b>	<b>8:00—8:15</b>	<b>Open Lab Time</b>
	8:15—8:30	Review of Previous Class
	8:30—9:45	Session A: Lecture and Exercises
	<b>9:45—10:00</b>	<b>BREAK 1</b>
	10:00-10:30	Session A Lab
	10:30-11:45	Session B: Lecture and Exercises
	11:45-12:00	Session B Lab