

French River Education Center

P.O. Box 476, North Oxford, MA 01537

Tel: (508) 987-0219 Fax: (508) 987-1396

Website: www.frec.org



French River Education Center
presents...

a 280 hour Computer Applications course

WHERE

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

TIME

8:00 a.m. to 12:30 p.m.
Monday-Friday

WHEN

Call for current class schedule

COST

\$3,850 per person

(includes all texts and materials)

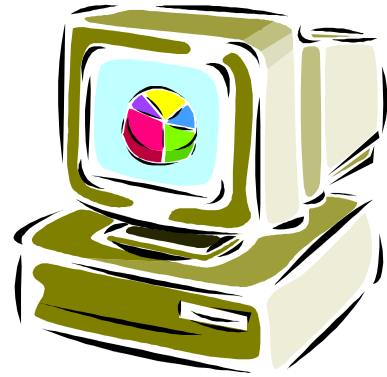
COURSE OUTLINE:

Description... This 280 hour, instructor-lead course is designed to provide trainees with instruction in the use of several industry-standard software packages including **Microsoft Office 2007** (Word, Excel, PowerPoint, Access, and Outlook) and **QuickBooks Pro 2006** and the **Internet** for business applications. The featured operating system is **Windows XP**. The Center's computer lab is equipped with Pentium IV PCs, color ink-jet printers, laser printers, digital cameras, scanners, full time/full access internet, and connections to a **Windows 2003** network. The computer:student ratio is 1:1 and class size is limited to 18. Recognizing today's business environment, successful program completers enhance their employability profile, a result of newly acquired knowledge of PCs and networked computers and a demonstrated software proficiency. Seven (7) texts are provided.

Computer experience is not a requirement for this program although keyboard familiarity is helpful.

Course Breakdown

- **Segment 1:** Computer Concepts / Using Windows XP
- **Segment 2:** Microsoft Internet Explorer 7.0
- **Segment 3:** Microsoft Outlook 2007
- **Segment 4:** Microsoft Excel 2007
- **Segment 5:** Microsoft Word 2007
- **Segment 6:** Microsoft Word 2007: Mail Merge
- **Segment 7:** Microsoft Access 2007
- **Segment 8:** QuickBooks Pro 2006
- **Segment 9:** Microsoft PowerPoint 2007



Segment 1: Computer Concepts / Using Windows XP

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.

Outline:

Elements of a Personal Computer

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

Using the Windows Op System

- Starting the Operating System
- Multi-Tasking
- Looking at MY COMPUTER
- Using the Control Panel
- Printing

Segment Lab:

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

Segment 2: Microsoft Internet Explorer 7.0

Participants:

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

Prerequisites:

Segment 1: Computer Concepts / Using Windows XP.

Objective:

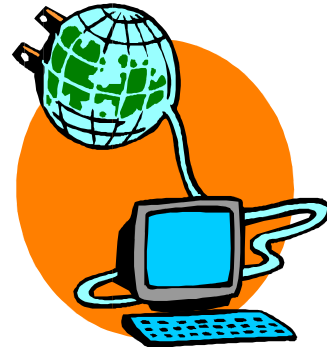
Students will learn how the Internet works, what is needed to connect in a business and home environment, and how to use Microsoft Internet Explorer 6.0 (and other Browser software programs) to browse and search the Web. They will develop an understanding of the Internet and the World Wide Web, their terminology, ISPs, and new connection options.

Structure:

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

Outline:

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



Segment Lab:

- Searching for Internet content
- Organizing Favorites/Bookmarks into folders
- Finding Internet Connection options

Segment 3: Microsoft Outlook 2007

Participants:

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

Prerequisites:

Segment 1: Computer Concepts / Using Windows XP

Objective:

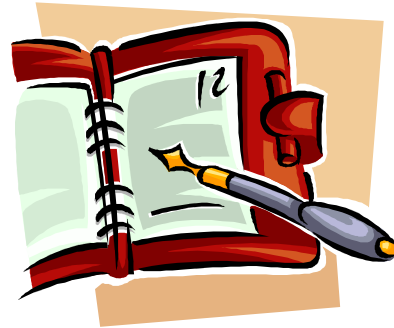
Students will learn the basics of Microsoft Outlook: e-mail, scheduling, calendar appointments, contact lists, tasks, and notes.

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



Typing Tutor:

All students will spend 15 minutes per day working on an automated typing tutor program. This program is designed to teach touch typing to those students who do not type or those students who search the keyboard for letters.

For those students who do type, the program will help build additional accuracy and speed.



Segment 4: Microsoft Excel 2007

Participants:

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

Prerequisites:

Segment 1: Computer Concepts / Using Windows XP.

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
- The Toolbar
- The Document Window
- Handling Files
- Entering Data in the Worksheet
- Editing Cell Contents
- Range Selection
- Copying and Moving Data
- Column Widths
- Inserting Rows and Columns
- Deleting Rows and Columns
- Using Undo/Redo
- Working with Worksheets
- Formatting a Worksheet
- Creating Simple Formulas
- Previewing the Worksheet
- Using the Settings in Page Setup
- Printing the Worksheet
- Working with Windows
- Excel Database - Sorting
- Excel Database - Filtering
- Creating Charts
- Selecting Chart Types
- Printing Charts



Segment 5: Microsoft Word 2007

Participants:

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

Prerequisites:

Segment 1: Computer Concepts / Using Windows XP.

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
- The Mouse, Menus, Toolbars, and Rulers
- 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
- Printing Labels and Envelopes
- Adding Borders to Documents
- Creating Headers and Footers
- Creating a Table
- Inserting Pictures from Clipart



Segment Lab:

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



Segment 6: Microsoft Word 2007 - 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 2007

Objective:

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

Structure:

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

Outline:

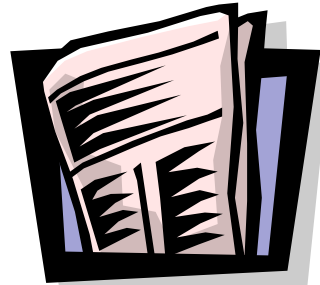
Segment 6: Microsoft Word—Mail Merge

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



Segment 6 Lab:

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



Segment 7: Microsoft Access 2007

Participants:

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

Prerequisites:

Segment 1: Computer Concepts / Using Window XP

Segment 4: Microsoft Excel 2007

Segment 6: Microsoft Word 2007 - Mail Merge

Objective:

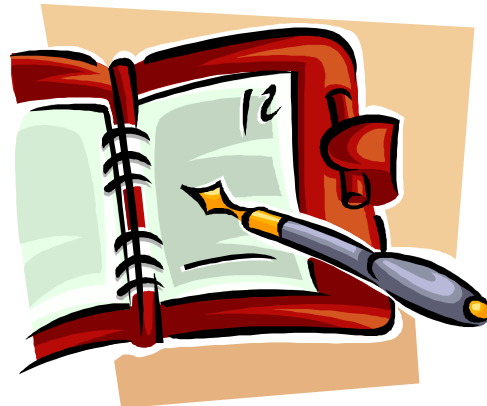
Students will learn the basics of the Access interface. This introductory course will deal with single-table example only. The course teaches sorting, filtering, and querying, along with customizing forms and reports.

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
- Selecting Specific Fields
- Selecting Records
- Using Simple Criteria
- Using Comparison Operators
- Using Wildcard Characters
- Using Multiple Selection Criteria
- Using the AND Operator
- Using the OR Operator
- Using AND & OR Operators in the Same Field
- Creating a Form
- Using the Form Wizard
- Switching Views
- Moving Around in Forms
- Moving Within Records
- Moving Between Records
- Creating a Report
- Using the Report Wizard
- Editing Reports
- Printing Forms and Reports



Segment 8: Microsoft PowerPoint 2007

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 XP

Objective:

Students will develop an understanding of PowerPoint 2007, 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
- Changing Slide Order
- Adding Graphics
- Inserting Graphics from Other Sources
- Using WordArt
- Animate Objects
- Customizing the Animation
- Rearranging the Slides
- Print the Presentation
- Viewing the Slide Show
- Setting Up the Slide Show
- Viewing the Slide Show
- Adding Sounds
- Playing an Audio CD



Segment 9: QuickBooks Pro 2006

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 and process payroll checks.



Prerequisites:

Segment 4: Microsoft Excel 2007

Objective:

Students will develop an understanding of QuickBooks Pro 2006, 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 2006

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

Payroll

Managing the Employee List
Creating Paychecks
Processing Payroll Forms

French River Education Center

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Computer Applications Training Program

General Information

- Instructor:** Paul Neslusan
Computer Systems Manager
French River Education Center, Inc.
- Class Times:** 8:00 a.m. to 12:30 p.m.
Monday thru Friday
- Break Times:** Two 10-minute breaks
- Topical Outline:**
- Segment 1: Computer Concepts / Using Windows XP
 - Segment 2: Microsoft Internet Explorer 7.0
 - Segment 3: Microsoft Outlook 2007
 - Segment 4: Microsoft Excel 2007
 - Segment 5: Microsoft Word 2007
 - Segment 6: Microsoft Word 2007: Mail Merge
 - Segment 7: Microsoft Access 2007
 - Segment 8: QuickBooks Pro 2006
 - Segment 9: Microsoft PowerPoint 2007
- Daily Schedule:**
- | | |
|--------------------|----------------------------------|
| 8:00—8:15 | Typing Tutor |
| 8:15—8:45 | Review of Previous Class |
| 8:45—9:45 | Session A: Lecture and Exercises |
| 9:45—9:55 | BREAK 1 |
| 9:55—10:05 | Session A Lab |
| 10:05—11:05 | Session B: Lecture and Exercises |
| 11:05—11:15 | BREAK 2 |
| 11:15—11:25 | Session B Lab |
| 11:25—12:25 | Hands-on Exercises |
| 12:25—12:30 | Review of Skill Mastery |