

| March | | | | |
|---|--|---|---|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 30 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 31 9:00am-11:30am Beginning Computers 5:30pm-7:30pm Ms Word Level 2 | | | |
| April | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | 1 3:00pm-5:00pm Computer Lab open to the public | 2 6:00pm-8:00pm Ms Excel Level 2 | 3 |
| 6 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 7 | 8 3:00pm-5:00pm Computer Lab open to the public | 9 6:00pm-8:00pm Ms Excel Level 2 | 10 |
| 13 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 14 5:30pm-7:30pm Ms Word Level 2 | 15 3:00pm-5:00pm Computer Lab open to the public | 16 6:00pm-8:00pm Ms Excel Level 2 | 17 9:00am-11:30 Beginning Internet |
| 20 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 21 9:00am-11:30am Beginning Computers 5:30pm-7:30pm Ms Word Level 2 | 22 9:00am-11:30am Intermediate Computers 3:00pm-5:00pm Computer Lab open to the public | 23 6:00pm-8:00pm Ms Excel Level 2 | 24 9:00am-11:30 Beginning Internet |
| 27 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 28 9:00am-11:30am Beginning Computers 5:30pm-7:30pm Ms Word Level 2 | 29 9:00am-11:30am Intermediate Computers 3:00pm-5:00pm Computer Lab open to the public | 30 6:00pm-8:00pm Ms Excel Level 2 | |
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| 11 9:00am-11:30am Computer Lab open to the public | 12 9:00am-11:30am Beginning Computers | 13 9:00am-11:30am Intermediate Computers 3:00pm-5:00pm Computer Lab open to the public | 14 | 15 |
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| 25 9:00am-11:30am Computer Lab open to the public 6:00pm-8:00pm Ms Excel Level 1 | 26 9:00am-11:30am Beginning Computers | 27 9:00am-11:30am Intermediate Computers 3:00pm-5:00pm Computer Lab open to the public | 28 | 29 |

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| Beginning Computers | Learning basic computer skills, navigating through windows, and getting comfortable with exploring the computer. |
| Basic Internet | In this course you will be Introduced to the Internet Explorer and how to take full advantage of all the internet has to offer |
| Intermediate Computers | You will build on your beginning computer skills. Learn how to use Widows XP Help & Search techniques, customize your computer to fit your specific needs, and learn how to maintain & troubleshoot your computer. |
| Microsoft® Excel I 2007 | Excel is a spreadsheet program . You will identify spreadsheet components, enter data, work, print, and modify workbooks. The Formulas and Functions unit will teach learners how to enter and work with formulas |
| Microsoft® Excel II 2007 | This more advance course introduces you to the advanced features and functions. Learners will be able to demonstrate competence in using Excel to create and modify charts, use templates, sort and filter data and work with Pivot-Table/Chart |
| Microsoft® Word 2007 | Word I - Learn how to create; revise, save documents for printing and future retrieval for personal or business use. Word II- You will create complex documents in Word 2007 by adding components such as customized list, tables, charts and graphics |