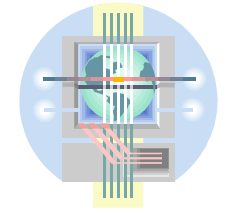


# CAREER EDUCATION CENTER



## **Word for Kids**

This course is designed to teach children the productivity tools of Microsoft Word at an introductory level. Each class will be a hands on computer activity with individualized instruction. Students will learn to: open, save and close documents; use alignment buttons; change font face, size and color; create bulleted and numbered paragraphs; set margins and tabs; spell check and print documents.

Three two hour instructional sessions                      Cost: \$65

## **PowerPoint for Kids**

This course is designed to teach children the productivity tools of Microsoft PowerPoint at an introductory level. Each class will be a hands on computer activity with individualized instruction. Students will learn to: open and close a file and exit PowerPoint saving all changes; create presentations; insert new slides, switch to slides pane, insert pictures and type in text boxes; insert word art; move, copy and delete slides; add transition effects, sound, and slide timings.

Three two hour instructional sessions                      Cost: \$65

## **Building a Computer**

In this course students will explore the inner composition of a computer. Students will learn about processors, printed circuit boards, cables, power supplies and ports. Students will assemble a computer, study computer vocabulary and disassemble the computer in class under the supervision of the instructor.

Three two hour instructional sessions                      Cost: \$65

## **Excel for Kids**

This course is designed to teach children the productivity tools of Microsoft Excel at an introductory level. Each class will be a hands on computer activity with individualized instruction. Students will learn how to: manage a workbook; create a worksheet; move around in a worksheet; enter and edit data in a worksheet; use copy and paste; use the auto sum button; add and delete columns and rows; use formulas and functions.

Three two hour instructional sessions                      Cost: \$65

## **Publisher for Kids**

This course is designed to teach children the productivity tools of Microsoft Publisher at an introductory level. Each class will be a hands on computer activity with individualized instruction. Students will learn to open, save and print publications. Students will learn to: create personalized mailing labels, greeting cards, post cards, calendars and invitations.

Three two hour instructional sessions                      Cost: \$65

**Computer Keyboarding I for Kids** - Students learn the proper techniques for the "By Touch" method and are introduced to the alphabetic keys.

Three two hour instructional sessions                      Cost: \$65

**Computer Keyboarding II for Kids**- Students will improve their keyboarding speed and accuracy and will master the alphabetic keys.

Three two hour instructional sessions                      Cost: \$65

**Computer Keyboarding III for Kids** - Students will master their keyboarding skills. Using the basic functions of word processing repeatedly, students will learn to format and edit creative writing stories.

Three two hour instructional sessions.                      Cost: \$65