

Computer Basics and Essentials for Success

This 18 hour, 6-module training series will provide participants with the fundamentals of computing to enhance their current proficiency level and provide an overview of MS Office products. The workshops will impart the general knowledge, skills and ability to get up and running quickly working with the Internet, word processing, spreadsheets, messages and calendars. Critical Thinking Skills and Business Writing will impart the key concepts of problem solving, logic and effective communication. Each module is three (3) hours long, Instructor-led, delivered online via Zoom.

Training and Workshop Descriptions

Basic Computing Tasks and Terminology– Learn to succeed with mouse and keyboard skills, an introduction to computer programs and a look at the largest database on Earth - the Internet. Begin from square one with an introduction to PC's and Windows, keyboarding, file management, and the Internet. Instruction includes terminology, understanding the PC and Windows operating system and keyboarding techniques.

Introduction to Word-This class will cover the basics of Microsoft Word. Participants will learn the main features and tools on how to create and save documents in various formats including inserting symbols, setting styles and using Word's navigation pane.

Introduction to Excel- This module will provide participants with an understanding of basic Excel worksheets and workbooks. This training is designed for attendees who want to gain a general understanding and the skills necessary to create, edit, format, and print basic Excel worksheets.

Introduction to Outlook- The primary topics covered include displaying mail folders, navigation pane, creating and sending messages, attaching files, requesting read or delivery receipts, delaying the delivery of messages, forwarding, printing and copying. Additional topics include calendar management, scheduling and meeting requests.

Business Writing and Effective Communication- The course will explore the skills needed to translate complex information into easy to understand language, clearly and concisely documenting evidence and understanding the principles that guide the process of standardized communications. Participants will be able to describe the characteristics of the audience, identify the steps for conducting research and preparing for professional writing and the context of the data for concise and informative communication.

Critical Thinking Skills- This course introduces a variety of topics and concepts essential to developing a logical analysis of facts, problem-solving skills, comprehension, and the creation of arguments: induction, deduction, informal fallacies, symbolic logic, modes of persuasion, perspective and bias, and language and meaning, culminating in the development of reasonable strategies for belief formation.

All course materials, handouts and PowerPoints will be provided. All sessions will be held online.

Dates & Times: January 12, 14, 19, 21, 26, and 28 (Tuesdays and Thursdays) from 2pm to 5pm

Participants will receive a certificate of completion when course is completed.

Current NIYC participants: please contact your Case Manager to sign up for this course.

New NIYC participants: please call you local NIYC office to see if you qualify and start the application process.