



Affordable  
Computer  
Training



**AFFORDABLE COMPUTER TRAINING**

**500 N. Rainbow Blvd. Ste 222**

**Las Vegas, Nevada 89107**

**Phone: 702 646-2615**

**Fax: 702 840-7323**

**Email: [info@cdfnv.org](mailto:info@cdfnv.org)**

**2020 COURSE CATALOG**

**Effective Date of Catalog: January 18, 2020**

**Introduction**

The Affordable Computer Training Program focuses on providing hands on training in various software programs that students can use in the work environment where computer skills are required.

**Ownership**

The School is owned by Affordable Computer Training. The officer of the school is Dr. Joni Flowers, School Director.

**Faculty Members:**

Dr. Joni Flowers  
Kathy Apfel  
Dr. Edith Caldwell  
Adrian Foster  
Art Porras

**School Location/Facility**

The School is located at 500 N. Rainbow Blvd. Ste222, Las Vegas, Nevada, 89107. Our facilities comprise of 1,144 square feet of classroom space and campus offices.

Class size is limited to 20 students per instructor.

**Administrative and School Office Hours**

Administration: 9:00 am – 5:00; Tuesday thru Friday

School: 9:00 a.m. – 5:00 pm. Monday thru Saturday

**Observed Holidays**

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence  
Day Labor Day  
Veteran's Day  
Thanksgiving

**Board of Directors of the Affordable Computer Training**

Dr. Joni Flowers, Founder, President & Executive Director  
Joe Coe  
Martin Drapacz  
Tony Gladney  
Daniel Johnson  
Debbie Holleran  
Kali Fox Miller  
Jerrie Merritt  
Gordy Prouty  
Rita Vaswani

**Placement Services**

Placement in a job is not guaranteed nor promised to students who complete the course.

Accommodations for people with disabilities will be provided if requested one week prior to the course start date.

**Student Conduct**

At the discretion of the school, a student may be dismissed from the school for conduct deemed to be detrimental to the well-being of fellow students, instructors, or staff. The school is dedicated to preparing our students with skills needed for today's workforce. Students are expected to conduct themselves in a professional and ethical manner at all times. Offensive or suggestive language towards staff or other students, or cheating are grounds for dismissal. Incidents such as intoxication, drugs, alcohol on school premises; behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to staff members; or any other stated or determined infraction of conduct will be considered or lead to dismissal without a refund. Any student who violates the standards of conduct must meet with the director to determine if expulsion is warranted.

**Method of Payment**

We accept cash, checks, money orders, debit, and credit cards. Checks should be made payable to the Cultural Diversity Foundation.

**Payment Information**

All payments will be made at the time of registration for all classes.

**Tuition**

Tuition is \$130. It includes the cost of the course and textbook. Each course is \$130.

**Standards of Progress:**

Students are assessed through each class and given an end-of-course exam (EOC). The minimum passing score for each EOC is 80%. Any student who scores less than 80% must attend additional training at the convenience of the school and retake the EOC. If the student scores less than 80% a second time, the student must be evaluated by the director to determine if a new training plan can be accomplished or if the student should be expelled. Any student expelled for failure to meet the standards of progress must re-enroll in the course should they wish to continue.

**Attendance:**

Attendance will be taken at the beginning and end of each 8-hour course to verify student enrollment. Due to the short-term nature of the school's programs, students must attend 100% of all scheduled class meeting times. If a student is tardy or absent more than 10% of any scheduled class, the time must be made up at the convenience of the school and must be completed prior to graduating.

**Classroom Location:**

500 N. Rainbow Blvd, Room 222, 2<sup>nd</sup> floor  
Las Vegas, NV 89107

### **Nevada Student Refund Policy**

NRS 394.449 Requirements of policy for refunds by institutions.

(a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

(b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of cancellation by a student of his or her enrollment;
- (b) Date of termination by the institution of the enrollment of a student;
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

- (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- (b) The period of time for a training program is the period set forth in the enrollment agreement.
- (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635 **NRS 394.449**)

### **Nevada Student Indemnification per NRS 394.553**

Nevada has an account for student indemnification per NRS 394.553 which may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

## **AFFORDABLE COMPUTER TRAINING PROGRAMS**

**Microsoft Office Specialist (MOS) certification is for those looking to demonstrate proficiency in one or more Office programs.**

### **MICROSOFT OFFICE SPECIALIST, WORD, 32 Hours**

Microsoft Office, Word Level 1

Students will create, edit, and enhance standard business documents using MS Office Word

Microsoft Office Word Level 2

Students will create complex documents and build personalized efficiency tools using MS Office Word

### **MICROSOFT OFFICE SPECIALIST, EXCEL, 32 Hours**

Microsoft Office Excel Level 1

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

Microsoft Office Excel Level 2

Learn how to create a spreadsheet for a personal budget, enter & calculate data; format Spreadsheet

### **MICROSOFT OFFICE SPECIALIST, POWERPOINT, 32 Hours**

Microsoft Office PowerPoint, Level 1

Learn how to create a slide presentation; insert graphics, and slide transitions

Microsoft Office PowerPoint, Level 2

Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio

### **MICROSOFT OFFICE SPECIALIST, ACCESS, 32 Hours**

Microsoft Office Access Level 1

Learn Access Basics; Design a Database; Build a Database; Work with Forms; Sort, Retrieve, Analyze Data; Work with Reports; Access with Other Applications; Manage an Access Database

MS Office Access Level 2

Students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance

### **QUICKBOOKS SPECIALIST, 16 Hours**

QuickBooks Level 1

Students will learn how to use the QuickBooks Online version. Student will learn how to use the QuickBooks basics, set up a company, work with lists, set up inventory, sell your product, invoice for services, process payments, work with bank accounts, enter and pay bills with QuickBooks.

QUICKBOOKS LEVEL 2

Students will learn to memorize transactions, customize forms, use other QuickBooks accounts, create reports, create graphs, track and pay sales tax, and prepare payroll with QuickBooks

## Course Catalog January 2020

<b>OFFICE APPLICATIONS</b>																																																	
<p><b>Microsoft Office Word Level 1 (#001), 16 Hours</b> Students will create, edit, and enhance standard business documents using MS Office Word Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>01/06/20 -01/27/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Mondays</td> </tr> <tr> <td>W</td> <td>01/08/20 – 01/29/20</td> <td>5:00pm – 9:00 pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Wednesdays</td> </tr> <tr> <td>S</td> <td>01/04/20 – 01/31/20</td> <td>1:10pm – 5:1 pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Saturdays</td> </tr> <tr> <td>SU</td> <td>01/05/20 – 02/01/20</td> <td>1:10pm – 5:10pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Sundays</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	M	01/06/20 -01/27/20	9:00am – 1:00pm	Rm 222	Meets for 4 Mondays				W	01/08/20 – 01/29/20	5:00pm – 9:00 pm	Rm 222	Meets for 4 Wednesdays				S	01/04/20 – 01/31/20	1:10pm – 5:1 pm	Rm 222	Meets for 4 Saturdays				SU	01/05/20 – 02/01/20	1:10pm – 5:10pm	Rm 222	Meets for 4 Sundays				<p><b>PC Basics (#016)</b> Introduction to PC Basics is designed to familiarize students with computers and their applications. Students will learn fundamental concepts of computer hardware and software; open &amp; save files; download files; and become familiar with a variety of computer applications, such as word processing, Internet, and Email. Students will learn how to key by touch on standard keyboard; create well organized documents; Type using the home row; Not look at the keyboard while typing; Increase typing speed and accuracy. Note: If the student can pass a Keyboarding pretest with 80% accuracy, keyboarding fee will be waived</p> <p>Fee: \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>01/06/20- 01/13/20</td> <td>1:10 pm – 5:10 pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 2 Mondays</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	M	01/06/20- 01/13/20	1:10 pm – 5:10 pm	Rm 222	Meets for 2 Mondays			
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<p><b>Microsoft Office Access, Level 1, 16 Hours</b> Learn how to identify the basic components of an Access database, Build the structure of a database; manage data in tables; query a database; design forms; generate reports; Share data between Access and other software applications. Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>01/04/20-01/25/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Saturdays</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	S	01/04/20-01/25/20	9:00am – 1:00pm	Rm 222	Meets for 4 Saturdays				<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>01/16/19</td> <td>5:00 pm – 9:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	01/16/19	5:00 pm – 9:00pm	Rm 222																												
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## Course Catalog February 2020

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<p><b>Microsoft Office Excel 2016 Level 2 (#004)</b> Learn how to create a spreadsheet using charts, advanced formulas, and pivot Tables Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>02/04/20-02/25/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Tuesdays</p>	Day	Date	Time	Location: CDF	T	02/04/20-02/25/20	9:00am – 1:00pm	Rm 222	<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>02/13/20</td> <td>9:00 pm – 5:00pm</td> <td>Rm 222</td> </tr> <tr> <td>TH</td> <td>02/20/20</td> <td>9:00 pm – 5:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	02/13/20	9:00 pm – 5:00pm	Rm 222	TH	02/20/20	9:00 pm – 5:00pm	Rm 222				
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<p><b>Microsoft Office PowerPoint 2016 Level 2 (#006)</b> Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio Prerequisite: Introduction to MS Office PowerPoint Textbook Fee: \$26.00</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location:</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>02/17/20-02/24/20</td> <td>1:10pm – 5:10pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 2 Mondays</p>	Day	Date	Time	Location:	M	02/17/20-02/24/20	1:10pm – 5:10pm	Rm 222	<p><b>Introduction to Social Media (#018)</b> Students will learn about social media platforms such as Facebook, Twitter, Instagram, and LinkedIn. Students will learn how to setup accounts and communicate across social media platforms. Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>02/07/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> <tr> <td>F</td> <td>02/14/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	F	02/07/20	1:00pm – 5:00pm	Rm 222	F	02/14/20	1:00pm – 5:00pm	Rm 222				
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<p><b>Microsoft Office Access Level 2</b> Learn how to restructure data into appropriate tables to ensure data dependency and minimize redundancy; write advanced queries to analyze and summarize data; create macros; Customize reports by using various Access features; maintain Access database using Access tools Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>02/01/20-02/22/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Saturdays</p>	Day	Date	Time	Location: CDF	S	02/01/20-02/22/20	9:00am – 1:00pm	Rm 222																	
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## Course Catalog March 2020

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<p><b>Microsoft Office Access, Level 1, 16 Hours</b> Learn how to identify the basic components of an Access database, Build the structure of a database; manage data in tables; query a database; design forms; generate reports; Share data between Access and other software applications. Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>03/07/20-03/28/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Saturdays</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	S	03/07/20-03/28/20	9:00am – 1:00pm	Rm 222	Meets for 4 Saturdays				<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>03/12/19</td> <td>5:00 pm – 9:00pm</td> <td>Rm 222</td> </tr> <tr> <td>TH</td> <td>03/17/19</td> <td>5:00 pm – 9:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	03/12/19	5:00 pm – 9:00pm	Rm 222	TH	03/17/19	5:00 pm – 9:00pm	Rm 222																								
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## Course Catalog April 2020

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<p><b>Microsoft Office Excel 2016 Level 2 (#004)</b> Learn how to create a spreadsheet using charts, advanced formulas, and pivot Tables Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>04/07/20-04/28/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Tuesdays</p>	Day	Date	Time	Location: CDF	T	04/07/20-04/28/20	9:00am – 1:00pm	Rm 222	<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>04/09/20</td> <td>9:00 pm – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td>TH</td> <td>04/16/20</td> <td>9:00 pm – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	04/09/20	9:00 pm – 1:00pm	Rm 222	TH	04/16/20	9:00 pm – 1:00pm	Rm 222				
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<p><b>Microsoft Office PowerPoint 2016 Level 2 (#006)</b> Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio Prerequisite: Introduction to MS Office PowerPoint Textbook Fee: \$26.00</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location:</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>04/20/20-04/27/20</td> <td>1:10pm – 5:10pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 2 Mondays</p>	Day	Date	Time	Location:	M	04/20/20-04/27/20	1:10pm – 5:10pm	Rm 222	<p><b>Introduction to Social Media (#018)</b> Students will learn about social media platforms such as Facebook, Twitter, Instagram, and LinkedIn. Students will learn how to setup accounts and communicate across social media platforms. Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>04/17/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> <tr> <td>F</td> <td>04/24/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	F	04/17/20	1:00pm – 5:00pm	Rm 222	F	04/24/20	1:00pm – 5:00pm	Rm 222				
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<p><b>Microsoft Office Access Level 2</b> Learn how to restructure data into appropriate tables to ensure data dependency and minimize redundancy; write advanced queries to analyze and summarize data; create macros; Customize reports by using various Access features; maintain Access database using Access tools Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>04/04/20-04/25/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Saturdays</p>	Day	Date	Time	Location: CDF	S	04/04/20-04/25/20	9:00am – 1:00pm	Rm 222																	
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<p><b>Microsoft Office Access, Level 1, 16 Hours</b> Learn how to identify the basic components of an Access database, Build the structure of a database; manage data in tables; query a database; design forms; generate reports; Share data between Access and other software applications. Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>05/02/20-05/23/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td colspan="4">Meets for 4 Saturdays</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	S	05/02/20-05/23/20	9:00am – 1:00pm	Rm 222	Meets for 4 Saturdays				<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>05/14/19</td> <td>5:00 pm – 9:00pm</td> <td>Rm 222</td> </tr> <tr> <td>TH</td> <td>05/21/19</td> <td>5:00 pm – 9:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	05/14/19	5:00 pm – 9:00pm	Rm 222	TH	05/21/19	5:00 pm – 9:00pm	Rm 222																								
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## Course Catalog June 2020

<b>OFFICE APPLICATIONS</b>																									
<p><b>Microsoft Office Word 2016 Level 2 (#002), 16 Hours</b> Students will create complex documents and build personalized efficiency tools using MS Office Word Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>06/01/20 -06/29/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets 4 Mondays</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>06/04/20-06/29/20</td> <td>5:00pm – 9:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Mondays</p>	Day	Date	Time	Location: CDF	M	06/01/20 -06/29/20	9:00am – 1:00pm	Rm 222	Day	Date	Time	Location: CDF	TH	06/04/20-06/29/20	5:00pm – 9:00pm	Rm 222	<p><b>PC Basics (#016)</b> Introduction to PC Basics is designed to familiarize students with computers and their applications. Students will learn fundamental concepts of computer hardware and software; open &amp; save files; download files; and become familiar with a variety of computer applications, such as word processing, Internet, and Email. Students will learn how to key by touch on standard keyboard; create well organized documents; Type using the home row; Not look at the keyboard while typing; Increase typing speed and accuracy. Note: If the student can pass a Keyboarding pretest</p> <p>Fee: \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>06/01//20- 06/08/20</td> <td>1:10 pm – 5:10 pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 2 Mondays</p>	Day	Date	Time	Location: CDF	M	06/01//20- 06/08/20	1:10 pm – 5:10 pm	Rm 222
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<p><b>Microsoft Office Excel 2016 Level 2 (#004)</b> Learn how to create a spreadsheet using charts, advanced formulas, and pivot Tables Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>06/02/20-06/23/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Tuesdays</p>	Day	Date	Time	Location: CDF	T	06/02/20-06/23/20	9:00am – 1:00pm	Rm 222	<p><b>Microsoft Office Outlook 2016 Level 1 (#012)</b> Learn how to compose and send email; schedule appointments and meetings; manage contact information; schedule tasks and to-do lists; create notes Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>TH</td> <td>04/09/20</td> <td>9:00 pm – 1:00pm</td> <td>Rm 222</td> </tr> <tr> <td>TH</td> <td>04/16/20</td> <td>9:00 pm – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	TH	04/09/20	9:00 pm – 1:00pm	Rm 222	TH	04/16/20	9:00 pm – 1:00pm	Rm 222				
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<p><b>Microsoft Office PowerPoint 2016 Level 2 (#006)</b> Learn how to use advanced features in PowerPoint such as animation, inserting tables, charts, video, and audio Prerequisite: Introduction to MS Office PowerPoint Textbook Fee: \$26.00</p> <p>Fee \$160</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>06/22/20-06/29/20</td> <td>1:10pm – 5:10pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 2 Mondays</p>	Day	Date	Time	Location: CDF	M	06/22/20-06/29/20	1:10pm – 5:10pm	Rm 222	<p><b>Introduction to Social Media (#018)</b> Students will learn about social media platforms such as Facebook, Twitter, Instagram, and LinkedIn. Students will learn how to setup accounts and communicate across social media platforms. Fee \$130</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>F</td> <td>06/19/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> <tr> <td>F</td> <td>06/26/20</td> <td>1:00pm – 5:00pm</td> <td>Rm 222</td> </tr> </tbody> </table>	Day	Date	Time	Location: CDF	F	06/19/20	1:00pm – 5:00pm	Rm 222	F	06/26/20	1:00pm – 5:00pm	Rm 222				
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<p><b>Microsoft Office Access Level 2</b> Learn how to restructure data into appropriate tables to ensure data dependency and minimize redundancy; write advanced queries to analyze and summarize data; create macros; Customize reports by using various Access features; maintain Access database using Access tools Textbook Fee: \$26.00</p> <p>Fee \$260</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Time</th> <th style="text-align: left;">Location: CDF</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>06/06/20-06/27/20</td> <td>9:00am – 1:00pm</td> <td>Rm 222</td> </tr> </tbody> </table> <p>Meets for 4 Saturdays</p>	Day	Date	Time	Location: CDF	S	06/06/20-06/27/20	9:00am – 1:00pm	Rm 222																	
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