

General Workshop Info



Payment , Refunds and Reschedules:

- We **ONLY** accept money orders made out to:
Business and Career Services, Inc.
- We Do **NOT** accept Cash, Personal Checks, Credit Cards or Debit Cards at this time.
- Refunds are only given with a receipt .
- Refunds and Reschedules are only given with 24-hours or more notice prior to the start of class.

New User Reminder:

- If you have **NO** working knowledge of the computer/internet, you **must** take *The Basics (FAQ's)* workshop first before taking Word, Excel, Powerpoint & Access. Once you have completed The Basics (FAQ's) you will be eligible to continue to other Microsoft & computer workshops.

Sign-Up, 24-hour notice to cancel,& reminders:

- Call 847 437-9663, 8:30 am- 5:00 pm, Mon- Friday to sign up for workshops and get further description information.
- Class size is limited to 16 people. **Due to the popularity of our classes, we usually have a waiting list. We need a 24-hour notice or more prior to the start of class if you are unable to attend. If you do not show up, you will forfeit your class fee and there are no reschedules or refunds. You will need to pay for another class.**
- You must come **15 minutes** prior to the workshop to sign-in, otherwise we may give your seat away. **No admittance 10 minutes after class starts.** (We can reschedule or reimburse your money.)
- From time to time classes may be cancelled or rescheduled due to business needs or weather conditions.
- We need 4 people to conduct a class.



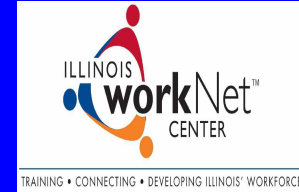
847 437-9663

**To Sign up for
computer workshops, and
get further information.**

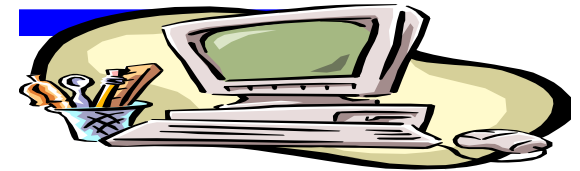
Website:

www.worknetncc.com

Updated 1-1-2010



**Computer Workshop
Descriptions and Fees
(2010 version)
(Note, we accept
Money Orders only.)**



**One-Stop For All Your
Career, Education and
Training Needs.**

***723 West Algonquin Rd.,
Arlington Heights, IL 60005***

Which Computer Workshop is right for you???



Here's a checklist to guide you to the correct class

If you've never used a PC or have limited knowledge of Windows, register for the Basics.

How do you know if you have enough experience with Windows to sign up for *Outlook*, *Word*, *Excel* or *Access* sessions?

Answer the following questions:

- | | | |
|---|---|---|
| 1. Can I minimize a window? | Y | N |
| 2. Can I save a document easily? | Y | N |
| 3. Can I use the "My Computer" folder? | Y | N |
| 4. Do I know how to highlight text? | Y | N |
| 5. Do I know the difference of A, C & F drives? | Y | N |
| 6. Do I know what a Folder is? | Y | N |
| 7. Do I know how to access the Internet? | Y | N |

If you answered **NO** to 3 or more of the above questions, you would benefit by taking the *The Basics (FAQ's) Workshop*.

If you answered **YES** to most of the questions, then you would be comfortable taking a variety of *Microsoft Office workshops & other Workshops we offer*.



The Basics (FAQ's) (\$20.00)

Overview of basic computer skills and techniques to enhance your internet job search efforts. Many employers are turning to the internet for their job postings and job seekers need to know the basics of the computer and internet. This course will review various parts of the computer especially important keys on the keyboard, saving documents, creating folders, overview of setting up an email, navigating through the internet, email etiquette, sending an email, cut, copy & paste files, attaching a file, using a browser, filling out an online job application and search engines.

Introduction Outlook 2003 (\$20.00)

Learn how to use Outlook Email program, identify parts of the Outlook Window including scheduling, contacts, folders and tools. (Prerequisite: *The Basics or familiarity with other Email programs. Please note, Outlook Express IS different from Outlook 2003. It only has contacts and manages email, not tasks, calendar, journal and you can't see other's calendars. Most employers have Outlook 2003, not Outlook Express.*)

Description of Workshops & Fees (See separate calendar for dates of workshops)

Operating System is Windows XP & the software is Microsoft Office 2003. Also, QuickBooks 2007.



Basic Website Creation (\$25.00)

Learn basic real time website creation skills using a class designed template-driven web-based program through Google™. Be prepared to contribute your ideas. (Pre-requisite: *You must show your FREE gmail account from google.com for entrance to class. You'll create your designs from this account.*)

Introduction Microsoft Word 2003 (I) (\$30.00)

Learn how to use MS Word for word processing including how to create a letter and how to use shortcut functions. (Pre-req: *Good Computer skills, or The Basics.*)

Introduction Microsoft Excel 2003 (I) (\$30.00)

Covers how to use Excel to create spreadsheets & start using formulas within the document. (Pre-req: *Good basic computer skills & familiarity with Word principles*)

Introduction Microsoft Access 2003 (I) (\$35.00)

Covers how to create and use basic data base techniques. (Pre-req: *Before taking this workshop should be familiar with Word or Excel and must have good basic computer skills.*)

Introduction Microsoft Powerpoint 2003 (I) (35.00)

This workshop covers how to create a slide presentation using graphics, text and animation. (Prereq: *Must have good basic computer skills or have taken some Microsoft Word, or Excel classes.*)

Introduction Microsoft Publisher 2003 (I) (\$35.00)

This workshop will teach you how to create flyers, brochures, business cards, etc. Using both templates and your own designs. (Pre-req: *Familiarity with Word and Powerpoint or must have taken Microsoft Word I, and Powerpoint I. classes.*)

Intermediate Microsoft Word 2003 (II) (\$35.00)

This workshop covers how to do mail merge, work with tables and learn some other desktop publishing tricks. (Prereq: *Before taking this workshop you must be familiar with the basics of Word I or have taken Introduction to Word I Workshop.*)

Intermediate Microsoft Excel 2003(II) (\$35.00)

This workshop reviews more advanced uses of spreadsheets including shortcuts, functions, math functions, what if situations, name ranges, and an array of special formulas. (Prerequisite: *You must be familiar with Excel principles or have taken Introduction to Excel I.*)

Advanced Microsoft Excel 2003 (III) (\$35.00)

This workshop will focus on learning more about Macros, scenarios, and other specialized Excel tools. (Prerequisite: *Familiar with Intermediate Excel principles or have taken Intermediate Excel II Workshop.*)

Introduction QuickBooks 2007 (I) (\$35.00)

Learn the basics of this popular accounting software including how to set up accounts, handle bookkeeping, process invoices, and manage payroll. Also, will review very basic accounting terms. (Pre-req: *Must have good basic computer skills, familiarity with Windows and Intro to Excel I.*)



OpenOffice Software Suite (\$35.00)

Learn to use this open source software as a compatible alternative to MS Office all in 6-hours. You'll learn about word processing, spreadsheets, databases, presentations and more. (Prerequisite: *Strong familiarity to Word, Excel, and Powerpoint or have taken the workshops.*)

Job Search through www.Illinois.worket.com

Home/Jobs / Education/ Services FREE
Learn to utilize the four areas of this web site created especially for Illinois residents to aid in their job search efforts. Find information related to every aspect of job hunting, education and training program info, jobs and additional services on and off the web. Download worksheets designed to help you focus your search, and even store your resumes online. Click on *Feature of the Month* and get information on job search tips and Illinois' hottest jobs. A must-have tool for the savvy job seeker. (Pre-req: *Good Computer skills or The Basics.*)

Note About Prerequisites: Admission to Classes have required knowledge you need to know especially for Intermediate and Advanced courses that are based on completing the prerequisite classes. If the instructor feels a student is **not** at the appropriate level, unable to keep up or hasn't fulfilled the pre-requisites, **we do have the right to remove a student from class.**

(AH version)