

Computer Workshop Schedule May & June 2019




Arrive 15 minutes early. Workshops begin ON TIME. No admittance 10 minutes after workshop begins.

Allow enough time for Traffic, Construction & Weather. (NO BEVERAGES OR FOOD ALLOWED IN COMPUTER LAB!)


Information or to Cancel Class: Michele Curran (847-437-9392), 9663 or 9424. Email: mcurran@bcstillinois.org **Note:** Cannot attend Day 2 only; must attend both days.

Days Conducted: Weds,Thurs & Fri unless noted with an *. **Most Sessions Taught At:** North Suburban Cook County American Job Center, 723 W Algonquin Rd/Rt 62. Arlington Heights,IL 60005-Located in Unemployment Office. **Directions:**Not on Algonquin Rd/Rt 62.(Set back in Industrial Park by Meijer Store.)1 Blk SE of Golf Rd/Rt 58. Turn at Meijer Dr Light, across from Coopers Hawk Restaurant.(As you turn,there's construction on left.) Left at Weber Packaging Solutions Bldg/Sign/RD. Go to end of Drive. Left in Parking Lot. Enter 723 Bldg. **Fees & Hours:** 1-Hr=\$15, 3-hrs=\$25, 6-hrs-over 1 or 2 days(**Part 1 & 2**)or a Whole Day=\$35 **Versions:**Windows 7& Office 2013.

Monthly Schedule:Click Resources, Workshop/Classes. **Payment: MONEY ORDERS ONLY, payable to Business and Career Services Inc.(\$1.00 at Meijer, Walmart) Due 1st day of wkshop. Site: www.worknetncc.com 1st Time to Site: (You must Set up your Profile):** Click Visitor Login, Click Sign Up, Create Login/your Email, 8 characters case sensitive Password, your name, phone,etc. Click Home, Click *View Upcoming Events*, Filter by Event Date or Type, Click *Register for This Event*, answer questions, Click *Register for EVENT*, When Done Logout. **Returning To Site:** Click Visitor Login, Type Login/your Email & Password, Click Log in, Click *View Upcoming Events*, Filter by Event Date orType, Click *Register for This Event*, answer questions, Click *Register for EVENT*. When done-Logout. **Reset Password**-Click Forgot Password, follow steps.

Workshops	Dates	Times	Description (Each Participant has their own computer during the workshop)
Maximize Your Web Presence (Learn How to Market Yourself Online) Arl Hghts  [3 hrs / \$25]	May (None) June 7	----- 1-4:00pm	<i>Go beyond LinkedIn!</i> Maximize your web presence; learn how to market yourself online. Instructor will introduce you to trends, tools & inspiration for <i>branding yourself on the Web</i> . Recognize your digital skills gap and how to address it before approaching potential employers. Learn and apply social media concepts including a brief instruction to personal websites to meet your online objectives. Stay Connected and Stay Relevant. <i>Familiarity with the Internet and Basic Computer Skills is strongly recommended.</i>
Google G-Suite Arl Hghts  [3 hrs/ \$25]	May 24 June 27	1-4:00pm 1-4:00pm	Explore <i>Google's</i> free web-based alternative to MS Office. All you need is a gmail accout to access these upgraded apps. Learn about Google Drive, Docs, Sheets, Slides and Forms and how they compare to Word, Excel, and PowerPoint. Pre-requisite-Must have a Gmail account to attend this workshop. It's free, go to Google.com <i>Familiarity with Word, Excel and PowerPoint concepts is recommended.</i>
MS Office Overview of Word, Excel, & PowerPoint  [3 hrs/ \$25]	May (None) June (None)	----- -----	Review the top Microsoft Office Programs-Word, Excel & PowerPoint. Need a refresher or determine if you need to attend a more in-depth workshop we offer for your job? Then this overview workshop is for you. Discuss the basics of each program, learn in-demand skills and get hands-on experience with each program. <i>Familiarity with Basic Computer Skills.</i>
Word 2013 – Level I Arl Hghts [6 hrs / \$35]	May 2 & 3 June 6 & 7	9:30-12:30pm 9:30-12:30pm	A Word Processing Program. Formatting fonts & paragraphs; margin & print commands, themes, quick styles & style sets, tables, headers, footers, & graphics. <i>Some familiarity with Basic Computer Skills.</i>
Word 2013 – Level II Arl Hghts [6 hrs/ \$35] [3 hrs/ \$25]	May 9 & 10 June (None)	1-4:00pm -----	Mail merge, autocorrect & autotext, templates, styles, quick parts, outlines, macros, tables & tracking and more. <i>Practice in Word 2013. Familiarity with Word I concepts.</i>
Excel 2013 – Level I Arl Hghts [6 hrs / \$35]	May 9 & 10 June 13 & 14	9:30-12:30pm 9:30-12:30pm	A Spreadsheet Program. Spreadsheet basics (cells, columns, rows, sheets, headings), sheet tools (comments, freeze, fill command), cell formatting (alignment, merge & center, wrap text, etc.), formulas & common functions (SUM, AVERAGE, MAX, MIN, COUNT), sort (Ascending, descending), filter , charts(create basic charts),print options. <i>Familiarity with Basic Computer Skills.</i>
Excel 2013 – Level II Arl Hghts [6 hrs / \$35]	May 16 & 17 June 20 & 21	9:30-12:30pm 9:30-12:30pm	Keyboard shortcuts, functions and function syntax, VLOOKUP, data tools-sort/filter/subtotal outline, validation, basic pivot tables, pivot charts-create, manipulate &customize, tables and graphics. <i>Familiarity with Excel I concepts.</i>
Excel 2013 – Level III Arl Hghts [6 hrs / \$35]	May 23 & 24 June 27 & 28	9:30-12:30pm 9:30-12:30pm	Functions (incl. nested functions & IF statements), data tools, scenarios & what if, protect share, customized pivot tables & slicers, pivot charts, & macros. <i>Familiarity with Excel II concepts.</i>

Computer Workshop Schedule May & June 2019 (Continued)

Workshops	Dates	Times	Description (Each Participant has their own computer during the workshop)
Dashboards-Using Excel 2013 Arl Hghts  [3 hrs/ \$25] <i>(Complete your Excel Skill Set with this Workshop.)</i>	May 31 June 28	1-4:00pm 1-4:00pm	Dashboards is a highly sought after skill in the eyes of employers. It often provides <i>at-a-glance</i> views of key performance indicators (KPIs) relevant to a particular objective or business process. They are a visually fascinating way to provide analysis and make your work in Excel pop! Use charts, tables, pivot tables, widgets and auto-shapes to create basic dashboards. <i>Minimum Pre-requisite: Excel I & II workshops or have a good working knowledge of I & II concepts (→ must know <u>Pivot Tables</u> ←). Excel III is good to take prior to this workshop too.</i>
PowerPoint 2013– Level I Arl Hghts [6 hrs / \$35]	May 16 & 17 June 13 & 14	1-4:00pm 1-4:00pm	A Presentation Program. Create a professional slide show, presentations & kiosk presentation. Create, edit, view & insert-objects, pictures, clip art, drawing shapes, themes, templates. Learn transitions, custom animation and more. <i>Basic Computer Skills recommended.</i>
PowerPoint 2013-Level II Arl Hghts [3 hrs / \$25]	May (None) June 21	----- 1-4:00pm	Use Word & Excel with PowerPoint. Create custom themes & templates. Advanced animation techniques, hyperlinks & action buttons. Custom slide shows, photo albums & sound-if available. <i>Familiarity with PowerPoint I concepts.</i>
Access 2013-Level I Arl Hghts [6 hrs / \$35]	May 30 & 31 June (None)	9:30-12:30pm -----	A Database Program. Understand fields & records, navigate the Access screens, input data into an Access form or table, create & edit basic tables and queries in the design view. Use built-in templates to create & edit forms. <i>Familiarity with Microsoft Office Programs.</i>
First Steps-QuickBooks 2007 Arl Hghts [3 hrs / \$25]	May 2 June (None)	1-4:00pm -----	<i>For Beginning Quickbooks Users Only.</i> Bookkeeping Software. Focus on learning software program. Learn company file, chart of accounts, items, purchase orders, inventory, time invoices, memorized transactions, customers & vendors & reports. <i>NOTE- This workshop does NOT address the Principles of Accounting.</i>
Publisher 2013 - Level I Arl Hghts [3 hrs / \$25]	May 3 June (None)	1-4:00pm -----	A Desktop Publishing Program. Learn desktop publishing with an emphasis on page layout, design and text composition. Create and personalize professional looking newsletters, brochures, post cards, certificates, web items. <i>Basic Computer Skills recommended.</i>
One-On-One Sessions Arl Hghts [1 Hour Session-\$15] <i>(Version-Windows 7 & Office 2013)</i>	May (None) June (None)	----- -----	Know nothing about Computers or the Internet? Questions about Microsoft Office Programs. <u>Register Online only:</u> www.worknetncc.com (Follow above steps) <u>Questions:</u> Michele Curran-mcurran@bcsillinois.org or 847 437-9392 <i>NOTE- Not able to do Resume Critiques.</i>
One-On-One Sessions Hanover Park, IL [1 Hour Session- FREE] <i>(Version-Windows 8 & Office 2013)</i>	May 23 or 30 June 20	2, 3 or 4:00pm 2, 3 or 4:00pm	Know nothing about Computers or the Internet? Questions about Microsoft Office Programs. <u>Register or Questions-</u> Hecmari Munoz-630-634-7412, hmunoz@bcsillinois.org or stop by M-F 8:30-12 & 1-4:30pm- 6704 Barrington Rd., Hanover Park, IL 60133. <u>Note:</u> Due to popularity/waiting lists-If you're a no call no show for your session, don't give 24-hr cancellation or late 2 times you can't register for a seat again. Walk-ins available if someone doesn't show up, you may be able to attend a session. <i>NOTE-Not able to do Resume Critiques.</i>
Basic Resume Creation Hanover Park, IL [3 hrs/FREE] <i>(Version-Windows 8 & Office 2013)</i>	May (None) June 6	----- 2-5:00pm	Don't have a Basic Resume? Discuss: basic parts of a resume, what to list and not list on a resume, discuss how to handle employment gaps, job-hopping, temporary work and getting fired. Sample Resumes. <u>Register or Questions-</u> contact-Hecmari Munoz-630-634-7412, email-hmunoz@bcsillinois.org or stop by in person M-F , 8:30-12 & 1-4:30pm.