

# Lifelong Learning- -LL Courses 2021-2022

(No Orientation or Basic Skills Test Required)



## Digital Literacy and Microsoft Office Fundamentals



This course aims to empower you with the skills needed to succeed in a digital world. In today's changing landscape, you understand the importance of having the technology skills needed to live, learn, and work in society. Collaborating with others and accessing information is increasingly more difficult if you don't have the digital skills required. This face-to-face class will help you gain the knowledge and confidence to: use the Windows operating system, navigate the internet safely, manage files and folders on your computer, virtual conference with others, use basic email functions and much more. You will also gain experience through hands-on practice to understand the fundamentals of Microsoft: Word, Excel, and PowerPoint.

Class Runs	Day	Times	Estimated Hours	Estimated Cost
August - October	Saturday	8:00 a.m. - 11:00 a.m.	24	\$120
October - January	Saturday	8:00 a.m. - 11:00 a.m.	21	\$111
January - March	Saturday	8:00 a.m. - 11:00 a.m.	21	\$111
March - June	Saturday	8:00 a.m. - 11:00 a.m.	24	\$120
June - August	Saturday	8:00 a.m. - 11:00 a.m.	21	\$111



## Intuit Quickbooks - 2019

Take your accounting knowledge to the next level! This face-to-face course will introduce you to the basic features of QuickBooks 2019. Prior bookkeeping and computer experience required.

This course will provide you with a simple approach to learning computer software specific to the accounting industry. If you are learning this software for the first time, you will be introduced to its primary features such as:

- Creating a company
- Vendor & Customer Center
- Generating Reports

If you are familiar with the software, you will quickly learn the new features and functionality of this version. Regardless of your skill level, you will learn with the greatest of ease!

Class Runs	Day	Times	Estimated Hours	Estimated Cost
August - October	Thursday	6:30 p.m. - 9:30 p.m.	24	\$120
October - January	Thursday	6:30 p.m. - 9:30 p.m.	24	\$120
January - March	Thursday	6:30 p.m. - 9:30 p.m.	30	\$138
March - June	Thursday	6:30 p.m. - 9:30 p.m.	33	\$147
June - August	Thursday	6:30 p.m. - 9:30 p.m.	24	\$120

FOR MORE INFORMATION CALL 754-321-5226

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revised: 6/14/21-RB/daa