



COMPUTER LITERACY CERTIFICATE PROGRAM

PROGRAM DESCRIPTION

If your career, job retention or business needs require that you know how to use various personal computer applications, this program is designed to meet your needs.

Successful completion of program will equip students to:

- Operate a personal computer system
- Use the computer for various tasks such as word processing, record keeping and accounting
- Understand and use basic computer jargon
- Select computer equipment to meet your specific needs
- Troubleshoot minor computer problems

REQUIREMENTS FOR COMPLETION

- Complete all courses.
- Pass Microsoft Office Specialist exams for Excel & Word*
- Complete program **within one year** of start date

***Free Tutoring available**

PREREQUISITES:

Keyboard skills of 20 wpm or Keyboard class. The initial course in the program is Introduction to Microcomputers.

To participate in the Computer Literacy program, please meet with an advisor. Call 773-481-8899. One of the MOS exams must be taken 6 months after entry into the program.

Computer Literacy Certificate Recommended Track

Required Courses:

Introduction to Microcomputers
Windows XP

Microsoft Word, Pt.1
Microsoft Word, Pt.2

Microsoft Excel, Pt.1
Microsoft Excel, Pt.2

Microsoft PowerPoint
Microsoft Access

Day Schedule:

Introduction to Microcomputers
Mon. Nov. 9, 16, 23, 30 & Dec. 7
9:00 AM - 12:30 PM

Catalog ID#0101
CLASS # 27735
Room A334

Windows XP
Friday, December 4
9:00 AM - 12:00 PM

Catalog ID#1756
CLASS # 27835
Room A334

PowerPoint
Thurs. Oct. 29, Nov. 5, 12, 19, Dec. 3 & 10
9:00 AM - 12:00 PM

Catalog ID#1803
CLASS # 22776
Room A333

Day Schedule (cont.):

Word, Part One

Sat. Oct. 10, 17, 24, 31 & Nov. 7
9:00 AM - 12:00 PM

Catalog ID#1941
CLASS# 28064
Room A333

Word, Part Two

Fri. Dec. 11
9:00 AM - 5:00 PM

Catalog ID#1944
CLASS # 27846
Room A334

Excel, Part One

Wed. Aug. 31, Sept. 14, 21, 28, Oct. 5 & 12
9:00 AM - 12:00 PM No class 9/7

Catalog ID#1796
CLASS # 22837
Room A333

Excel, Part Two

Wed. Aug. 12, 19, 26 & Sept. 2
9:00 AM - 12:00 PM

Catalog ID#1799
CLASS # 22765
Room A334

Access, Part One

Wed. Oct. 14, 21, 28, Nov. 4, 11 & 18
9:00 AM - 12:00 PM

Catalog ID#1797
CLASS # 27928
Room A333

Evening/Saturday Schedule:

Introduction to Microcomputers

Wed. Sept. 16, 23, 30, Oct. 7 & 14
6:00 PM - 9:30 PM

Catalog ID#0101
CLASS # 27733
Room A333

Windows XP

Sat. Oct. 10, 17, 24, 31 & Nov. 7
9:00 AM - 12:00 PM

Catalog ID#1756
CLASS # 27832
Room A333

Word, Part One

Sat. Oct. 10, 17, 24, 31 & Nov. 7
9:00 AM - 12:00 PM

Catalog ID#1941
CLASS # 28064
Room A333

Word, Part Two

Tues. Aug. 11, 18, 25, Sept. 1
6:00 PM - 9:00 PM

Catalog ID#1943
CLASS # 22747
Room A333

PowerPoint

Tues. Nov. 10, 17, 24, Dec. 1, 8 & 15
6:00 PM - 9:00 PM

Catalog ID#1803
CLASS # 27941
Room A333

Excel, Part One

Thurs. Oct. 15, 22, 29, Nov. 5, 12 & 19
6:00 PM - 9:00 PM

Catalog ID#1796
Class # 26911
Room A333

Excel, Part Two

Mon. & Wed. Nov. 30, Dec. 2, 7 & 14
6:00 PM - 9:00 PM

Catalog ID#1797
CLASS # 27924
Room A333

Access, Part One

Tues. Sept. 8, 15, 22, 29, Oct. 6 & 13
6:00 PM - 9:00 PM

Catalog ID#1060
CLASS # 22766
Room A333

Schedule your free keyboarding assessment by calling 773/481-8899. If you have prior knowledge of any of the applications, you can test out of each class for a fee of \$35 per test.

Ability to earn up
to 9 hours of college
credit is available.
Call 773/481-8899