

June 2005



TEC
118 Washington Av
Canyon City OR 97820

Training & Employment Consortium

▶ **Helping people find jobs and training opportunities!**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 10—Noon <i>Basic Computing I</i> 2 pm to 4 pm <i>Basic Computing II</i>	2 OPEN LAB	3 OPEN LAB	4
5	6 OPEN LAB	7 10 am—Noon <i>XP Windows</i> 2pm to 4pm <i>Internet Basics</i>	8 10 am—Noon <i>MS Word</i> 2pm to 4pm <i>Advanced MS Word</i>	9 OPEN LAB	10 OPEN LAB	11
12	13 OPEN LAB	14 10 am—Noon <i>MS Publisher</i> 2pm to 4pm <i>Advanced Publisher</i>	15 10 am—Noon <i>Excel</i> 2pm to 4pm <i>Advanced Excel</i>	16 10 am—Noon <i>Application Basics</i> 2 pm—4 pm <i>Resumes</i>	17 OPEN LAB	18
19	20 OPEN LAB	21 OPEN LAB	22 OPEN LAB	23 OPEN LAB	24 OPEN LAB	25
26	27 OPEN LAB	28 10—Noon <i>Basic Computing I</i> 2 pm to 4 pm <i>Basic Computing II</i>	29 10 am—Noon <i>Excel</i> 2pm to 4pm <i>Advanced Excel</i>	30 Closed Lab 8 am to Noon 2pm to 4pm <i>MS Word</i>		

Phone: 541-575-0251

Fax: 541-575-2302

E-mail: canck@tecteam.org

well as the basics—Resumes, Master Applications, Interviewing Skills, Job Search, and so much more.

- **Basic Computing** - The very basics I and II — moving ahead at your pace. If you've never touched a computer, don't know how to type, think a mouse is a rodent that loves cheese, or are "afraid" of technology, series I is for you. If you have some typing skills and have used a computer once or twice, know that a mouse has a button, but still need to know more before you feel comfortable with a computer, series II is for you.
- **XP Windows** - The launching pad for all your software. Desktop layout, file management, and the use of the windows management system. Students should have basic computer knowledge or have completed Basic Computing II.
- **MS Publisher** - Create calendars, brochures, cards, and more. Use clip art, graphics, digital pictures to create many different pre-designed formats or create your own. Students should have completed Basic Computing II and XP Windows, or use computers on a daily basis.
- **MS Excel** - Use this tool for financial calculations, budgeting, and database functions. An introduction to a spreadsheet software that is capable of data manipulation, creating graphs and charts, function statements, data control, and spreadsheet formatting. Students should have completed Basic Computing II and XP Windows, or use computers on a daily basis.
- **MS Power Point** - Create a slide show easily and professionally. Learn how to present ideas and information to an audience, using visual and audio techniques with this powerful tool. Include graphics, pictures, graphs, charts, and even video clips in your presentation. Students should have completed Basic Computing II and XP Windows, or use computers on a daily basis.
- **MS Word or Corel Word Perfect** - Type a letter, create a mail merge, write a novel. Two excellent word processing software tools. Use your keyboarding skills to create documents using automated page layout, margins, tabs, text formatting, and proofreading functions. Learn to create one basic document and a mail merge for easy distribution to many destinations. Students should have completed Basic Computing II and XP Windows, or use computers on a daily basis.
- **Internet Basics** - Basic access, search techniques, email, and other internet resources. A view of how the internet is organized, how to search the World Wide Web, using the internet as a communication tool, Students should have completed Basic Computing II and XP Windows, or use computers on a daily basis.