# Fort Smith Adult Education Center

501 South 20th Street
Fort Smith, Arkansas 72901 (479) 785-1232
www.adulteducationfortsmith.org

## Summer 2012

| TIME | CLASS | ROOM | INSTRUCTOR |
|---|---|---|---|

## June

### June 4— June 27*(Monday & Wednesday)*

| | | | |
|---|---|---|---|
| *8:00-9:20 | Technology for Career Success | 210 | LH |
| 9:30-10:50 | Microsoft PowerPoint 2010 | 210 | LH |
| 11:00-12:20 | Microsoft Word 2010 | 210 | LH |

### *June 5— June 26(Tuesday & Thursday)*

| | | | |
|---|---|---|---|
| *8:00-9:20 | Digital Literacy | 210 | LH |
| 9:30-10:50 | QuickBooks 2010 | 210 | LH |
| 11:00-12:20 | Microsoft Excel 2010 | 210 | LH |

### June 4— June 13 *(Monday & Wednesday)*

| | | | |
|---|---|---|---|
| 5:00-7:50 | QuickBooks 2010 | 210 | LH |

### June 18— June 25 *(Monday & Wednesday)*

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|---|---|---|---|
| *5:00-7:50 | Digital Literacy | 210 | LH |

**Denotes Free Class*

***Fee $80.00.*** ***Price of class includes textbook and flash drive. ALL FEES ARE NON-REFUNDABLE. Software may not be copied by any person under any circumstance. Personal software may not be used or installed.***

# Class Descriptions

## Basic QuickBooks

This class covers the fundamentals of using QuickBooks to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks, add custom fields, and set up budgets.

## Microsoft Word 2010

This is an introductory course that will include creating, editing, formatting and enhancing documents with the use of the software Microsoft Word 2007. Students will learn how to create and format documents and use proofing tools. Additional features such as tabs, tables, graphics and labels will also be presented. **Anyone interested in learning word processing skills for the home or office should take this course. Students will need typing skills.

## Microsoft Excel 2010

This is an introductory course that will include creating worksheets, charts, graphs, payroll reports, and budgets through spreadsheet software. The student will learn to use formulas to calculate figures within a worksheet. This course can be used in home or office finances. **Anyone interested in creating and enhancing financial reports should take this course. Some experience in computers is recommended for success in this class. Minimal typing skills are needed.

## Microsoft Power Point 2010

Power Point is a presentations software. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. ** The student should have typing skills and some knowledge of computers.

## Technology for Career Success

This class is designed to demonstrate technology use in the job search. Students will create email accounts, complete a resume that will be saved in multiple locations, and practice good interviewing techniques. Students will also use computers to search for available positions in their field or location desired. Minimal typing skills are needed.

## Digital Literacy

This course is designed for the beginner computer student. Students will learn the basics of using a mouse and managing windows. They will also try a select group of programs such as Word and Excel. In addition, they will learn the basics of the Internet and how to use a browser. No experience needed.