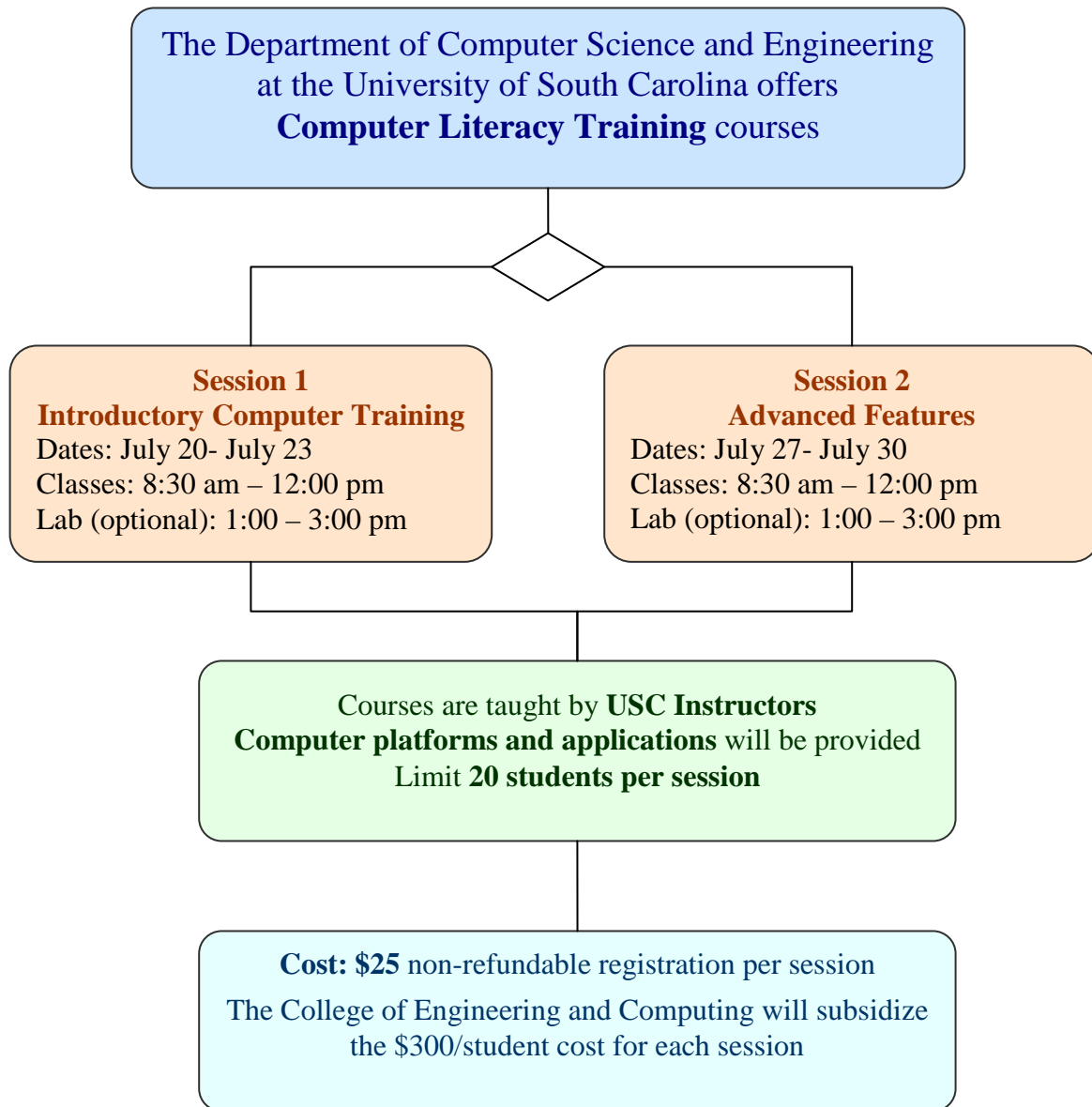


READY FOR A CAREER CHANGE? IT TRAINING AT USC!



Additional information:

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Ms. Barbara Ulrich at 777-7979 or bulrich@cse.sc.edu

COURSE INFORMATION

Session 1: Introductory Computer Training

Topics to be covered:

1. General Computer Concepts

- Introduction to MS Windows, startup and login, files and folders, introduction to popular software, installing and uninstalling software, anti-virus and spyware software

2. MS Word

- Paragraphs and alignment, letter, word and line spacing, spelling and grammar, inserting images, headers and footers

3. MS Power Point

- Creating new slides, copying slides, moving (rearranging order) slides, images, presentation tips

4. MS Excel

- Cells, rows, columns, formulae, applying formulae to multiple cells, visualization (fonts, colors, etc.)

5. Internet, Email and MS Outlook

- Introduction to Internet, searching, popular websites (Facebook, Twitter, Youtube, etc.), online transactions, security and privacy
- Introduction to Web-based email, composing message, attachments, drafts, spam
- Outlook email, sending and receiving, attachments, Outlook contacts

Preliminary Plan:

	Day 1	Day 2	Day 3	Day 4
8:30AM – 10:00AM	General Concepts	MS Word	Internet and Email	MS Excel
10:30AM – 12:00PM	MS Word	MS PowerPoint	MS Outlook	Review and Exam Prep
1:00PM – 3:00PM	Open Lab	Open Lab	Open Lab	Exam

Session 2: Advanced Features

Topics to be covered:

1. General Computer Concepts

- Startup and login, creating user account, common file types (images, txt, zip), introduction to basic software, installing and uninstalling software, anti-virus and spyware software, dealing with errors and crashes

2. MS Word

- Overview of: paragraphs and alignment, letter, word and line spacing, spelling and grammar
- Layouts, inserting images, fonts, superscripts, subscripts, headers and footers, tables, templates, track changes, symbols and formulae
- Versioning

3. MS Power Point

- Overview of: creating new slides, copying slides, moving (rearranging order) slides
- Images, videos, charts, templates, headers and footers
- Presentation tips (clear flow of story line, avoiding clutter on slides, etc.)

4. MS Excel

- Overview of: cells, rows, columns, formulae
- Applying formulae to multiple cells, in-built functions, introduction to If statements, links in cells, charts and graphs
- Password protection

5. Internet, Email and MS Outlook

- Overview of: searching, popular websites, online transactions
- Security and privacy
- Overview of: Web-based email, Outlook email
- Sending and receiving messages, attachments, signatures, categorization, Outlook contacts, calendars, delegates

Preliminary Plan:

	Day 1	Day 2	Day 3	Day 4
8:30AM – 10:00AM	General Concepts and MS Word	Internet	MS Excel	Special Topic
10:30AM – 12:00PM	MS Word	MS Outlook	MS PowerPoint	Review and Exam Prep
1:00PM – 3:00PM	Open Lab	Open Lab	Open Lab	Exam