



Fresh Start Women's Foundation Computer Literacy Program

Fresh Start's Computer Literacy Program serves to teach women the computer skills necessary to secure employment and advance in the workplace as well as to effectively utilize computers to support their professional and personal goals.

Course Descriptions: Beginning Microsoft Series

Beginning Microsoft Windows

2 hours @ \$10.00

This entry level class introduces you to basic skills of using Microsoft Windows, including the desktop environment; using a mouse; opening, sizing and closing windows; as well as creating, copying, moving, deleting and retrieving files and folders. You will receive a resource binder, thumb-drive, and a Certificate of Completion.

Microsoft Excel Series

2 hours @ \$10.00

Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to Excel or if you have used Excel in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. \$10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Outlook

2 hours @ \$10.00

This workshop provides a general overview of Microsoft Outlook, including its email, calendar, contacts, and task features.

Microsoft PowerPoint Series

2 hours @ \$10.00

Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to PowerPoint or if you have used PowerPoint in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. \$10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

Course Descriptions: Advanced Microsoft Series

Advanced Microsoft Excel

2 hours @ \$10.00

Pre-requisite: Microsoft Excel Series*. This class will build on the skills taught in the 2-day Microsoft Excel Series, introducing you to more advanced features of Excel. Please bring the thumb-drive you received in Beginning Windows to class.

Advanced Microsoft PowerPoint

2 hours @ \$10.00

Pre-requisite: Microsoft PowerPoint Series*. This class will build on the skills taught in the 2-day Microsoft PowerPoint Series, introducing you to more advanced features of PowerPoint. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Word Series

2 hours @ \$10.00

Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to Word or if you have used Word in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. \$10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

Advanced Microsoft Word

2 hours @ \$10.00

Pre-requisite: Microsoft Word Series*. This class will build on the skills taught in the 2-day Microsoft Word Series, introducing you to more advanced features of Word. Please bring the thumb-drive you received in Beginning Windows to class.

Course Descriptions: Other Computer Classes Offered

Basic Computers & Google Tools

1.5 hours @ \$10.00

Did you know that Google is more than just a search engine? Learn about Google's powerful search engine and apps for email; maps; creating documents, spreadsheets and slideshows; blogging; and image editing.

Online Sales

1.5 hours @ \$10.00

Whether you have personal items you want to get rid of or you're thinking about starting an online business to sell items you buy or craft, this workshop provides tips and strategies for buying and selling items safely on sites like Craigslist, Etsy, and Ebay.

Social Media

1.5 hours @ \$10.00

This class provides a general overview of various social media platforms, including Facebook, Instagram, Twitter, and Pinterest, giving you a glimpse into how each is used and tips for staying safe when using Social Media.

****Testing out of Pre-Requisites***

If you feel your skills are sufficient to skip the pre-requisite for any given course, contact the program coordinator, Julie Schaffer, at jschaffer@fswf.org to register for an upcoming testing session. The pre-requisite will be waived upon successful completion of the test.

Additional Support: Coaching Sessions

These 30 minute sessions are intended to assist you with your software-related questions. You can either bring in your laptop or work on one of our laptops during the session. Please come prepared with a list of the questions you would like addressed. Coaching sessions are limited to questions concerning Microsoft Windows, Excel, PowerPoint, Word, and/or Outlook as well as Google Docs, Sheets and Slides. We cannot offer advice on equipment purchases or assist in the maintenance or repair of your personal computers or devices. To schedule a 30-minute coaching session, please email Julie Schaffer, Program Coordinator, at jschaffer@fswf.org.

Special Programs: Techie Camp

Offered Quarterly – Free | 4 Hours

Pre-Requisites: Thrive Level Membership and Basic Computer & Google Tools Class

Have you ever wondered what goes on inside a computer? Techie Camp is an immersive workshop intended to teach you all about computers and how they work. Upon completion of this fun workshop, you will understand the basics of:

- computer hardware
- software lingo
- computer maintenance

You will have the opportunity to disassemble and re-assemble a computer and participants leave with a refurbished laptop loaded with Linux operating system!

Please contact Julie Schaffer, Program Coordinator, at jschaffer@fswf.org for more information.

