

ORIENTATION SESSIONS

6:30 – 7:30 p.m.

3rd Floor, Corpus Christi School
3301 Glen Carlyn Road, Falls Church, VA 22041

**Please come to one of these sessions: Wednesday, August 29, 2007
or Thursday, August 30, 2007**

CLASS SCHEDULE

Classes meet twice a week on Monday and Wednesday or Tuesday and Thursday from 6:30 – 8:30 p.m.

**First day of class: Mon./Wed session: September 05, 2007
Tues./Thurs. session: September 06, 2007**

Last day of classes: May or June, 2008 (depending on school closure days)

ABOUT COMPUTER TECHNOLOGY CENTER (CTC)

Our Mission:

The mission of the St. Anthony of Padua Catholic Church Computer Technology Center ministry is to introduce community members to the personal computer and its many applications, and to enhance the knowledge of those who are already familiar with the personal computer. This will provide the community members with highly marketable technical skills which will allow them to increase and improve their own well-being and that of their family, the parish, and the community.

The Program:

The program consists of two parts: computerized business systems applications and professional development. Word, Excel, PowerPoint®, and Access are among the business systems application software of Microsoft® Office 2007 Enterprise that will be covered in this program. The Internet and email will also be covered.

The textbook was chosen to be used as a classroom aid and an easy-to-use post-course reference manual. The student will have hands-on experience on a personal computer with the Windows XP operating system. . The course is designed to provide the student with the necessary skills needed to use the applications in a ‘real world’ business environment. Students will be taught basic skills and from thereon, build upon these to intermediate and to advanced skills. The last module of the program (Professional Development) covers topics on how to look for a job, create cover letters and resumes, and prepare for a job interview.

The teachers and staff members of the Center are all volunteers from the community.

The following topics will be covered during the schoolyear:

Introduction to the Personal Computer and to Windows: This will introduce the student to the personal computer and to the Windows operating system.

Word 2007: A word processing program used for creating and editing documents.

Excel 2007: A spreadsheet program used for analyzing and graphing of numerical data.

PowerPoint 2007: A presentation graphics program used for creating visual presentations.

Access 2007: A database program used for organizing and sorting information.

Internet: Internet basics and internet features are covered throughout each of the above applications.

Professional Development: With the newly acquired skills, the student will be instructed on where and how to look for a job, prepare a cover letter and resume, and prepare for a job interview.

