IT EXAM PREP

A+ Certification IT Exam Prep/Boot Camp
This course is designed to provide an overview of the required knowledge needed to pass the Information Technology Comp Tia A+ Certification Exam. The A+ Certification consists of two exams. The first exam will test proficiency in PC hardware assembly and preventative maintenance. In addition, the exam covers computer software, networking fundamentals, and operational procedures. The second exam covers operating system principals, troubleshooting, security mechanisms and mobile devices. Having an A+ Certification is one of the recognized credential standards for employers in the IT industry. Job titles with an A+ Certification may include: Help Desk Technician and/or Computer Support Specialist. Textbook is included.
code: GSCPT-001-MC  cost: $495
dates: May 26-June 15  days: MTW
time: 02:00pm-05:00pm  location: MAC 115

Network+ Certification IT Exam Prep/Boot Camp
This course is designed to provide an overview of the required knowledge to pass the Information Technology Comp Tia Network+ Certification Exam. The Network+ Certification consists of networking tools, models and applications. The networking concepts will cover installation and configuration, media topologies, and management and security. Having a Network+ Certification is one of the recognized credential standards for employers in the IT industry. Job titles with the Network+ Certification include: IT Network Specialist, Computer Repair Specialist, Network Security Specialist and Network Administrator. Textbook is included.
code: GSCPT-002-MC  cost: $495
dates: May 26-June 11  days: TWTH
time: 06:00pm-09:00pm  location: MAC 115

MICROSOFT OFFICE

Students are required to bring their own USB flash drive. Classwork and homework must be saved on your flash drive.

Microsoft Office (Office 2013)
This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows: Word, Excel, and PowerPoint. A basic understanding of Windows is required.
code: GSVS-089-PS  cost: $289
dates: June 04-July 30  days: TH
time: 06:00pm-10:00pm  location: TBA

Microsoft Excel—Beginning (Excel 2013)
Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.
code: GSVS-094-PS  cost: $189
dates: May 27-June 24  days: W
time: 06:30pm-09:30pm  location: TBA

Microsoft Excel—Intermediate (Excel 2013)
This course is a continuation of Excel—Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.
code: GSVS-095-PS  cost: $189
dates: July 01-July 29  days: W
time: 06:30pm-09:30pm  location: TBA

Microsoft Word—Beginning (Word 2013)
From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates, and print.
code: GSVS-077-PS  cost: $189
dates: June 01-June 29  days: M
time: 06:30pm-09:30pm  location: TBA

Microsoft Word—Intermediate (Word 2013)
This course is a continuation of Microsoft Word—Beginning. Learn styles, long document handling, headers and footers, master documents, tables, mail merge, borders and shading, basic macros, graphics, borders, and fills.
code: GSVS-078-PS  cost: $189
dates: July 06-Aug 03  days: M
time: 06:30pm-09:30pm  location: TBA

Keyboarding
Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of typed words per minute. A textbook and a USB flash drive must be purchased and brought to the first class.
code: GSVS-091-MC  cost: $149
dates: June 04-July 30  days: TH
time: 06:30pm-09:30pm  location: TBA

Microsoft Office—Beginning (Office 2013)

*Visit our website at prairiestate.edu | For more information call (708) 709-3500*
Microsoft Word Step I (2013)
This class introduces newcomers to word processing using Word. Learn to create a basic document, save options, use of templates, and how to move around the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing also are introduced.
code: PICOM-005-MC  cost: $49
dates: June 01  days: M
time: 09:00am-01:00pm  location: MAC 114

Excel Step I (2013)
Learn about the power of a spreadsheet, including how to avoid major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting also are covered.
code: PICOM-006-MC  cost: $49
dates: June 08  days: M
time: 09:00am-01:00pm  location: MAC 114

PowerPoint Step I (2013)
Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.
code: PICOM-009-MC  cost: $49
dates: June 22  days: M
time: 09:00am-01:00pm  location: MAC 114

Mail Merge and Your Address Book
Learn to create a mail merge database and how to set up letters, catalogs, labels, and envelopes and merge a list of customers to these items. Learn how to merge a collection of names into the letters or labels in the Outlook address book.
code: PICOM-023-MC  cost: $49
dates: June 29  days: M
time: 09:00am-01:00pm  location: MAC 114

Tune up Your PC
Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.
code: PICOM-019-MC  cost: $49
dates: July 06  days: M
time: 09:00am-01:00pm  location: MAC 114

Working with Pivot Tables and Basic Macros
Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. This class includes program instructions to create and run basic macros.
code: PICOM-024-MC  cost: $49
dates: July 13  days: M
time: 09:00am-01:00pm  location: MAC 114

Microsoft Outlook Step I
Learn how to create and send email, organize messages, set up contacts, create an address book, schedule appointments and meetings, and manage tasks and notes. Microsoft Outlook is the most up-to-date email with all of its new features.
code: PICOM-036-MC  cost: $49
dates: July 27  days: M
time: 09:00am-01:00pm  location: MAC 114

Check WebAdvisor for up-to-date course information: webadvisor.prairiestate.edu