

Program Abreviation Name	Program Title	<p align="center">Program Descriptions - SIX DAY PROGRAMS - EARN A CERTIFICATE OF ACHIEVEMENT Mon, Wed, and Fri - 4pm - 6:30 pm OR Tues & Thurs - 4pm - 6:30 pm - Sat 9 - 11:30 am</p>
BEG	Computer Basics	<p>Computer Basics and Internet Navigation Computer Basics Course Zoom operations, and Windows navigation lessons. Participants gain knowledge of fundamentals computer terminology, Hardware, Software, Windows Operating System, Icons, Mouse Navigation, Touch Keyboarding Typing, User Names and Passwords, and Zoom Navigation. Internet Information Highway Course Participants gain the fundamental essentials of the Internet and Network Connectivity. Obtain the ability to identify and access Browsers, Websites, Blogs, Social Networks, and upload and download data. Cyber Security. Copy Paste and Intro to Word Processors Course Participants gain knowledge of the logical aspects of copy, cut, and paste. Gain the ability to copy, cut, and paste within and between applications—introduction to word processing document creation, and data movement.</p>
EML	Email & Data Management	<p>Gmail - Email, Applications, Personalize Signature and Data Storage Email Online Correspondence Course Participants gain an understanding of the definition of electronic mail. Obtain an email address and skills to create, read, send, and receive emails with attachments. Application Management Course Participants gain application techniques to open, create, close, and save documents: Windows customization and introduction to Word Processing. Data Storage and Management Course Participants gain the necessary skills to manage data through file explorer. Demonstrate the ability to manipulate data, create folders, move, and delete files—Cloud storage overview.</p>
MOS	MOS	<p>MS Word Level One Course Participants gain an understanding of the essential functions and features of the Word interface. Participants create a new document, open and navigating between existing documents, access and save documents to one-drive. MS Excel Level One Course Participants gain an understanding of the essential functions and features of the Excel interface. Participants create a new spreadsheet, input, edit, modify cell width, convert numeric data, apply autosum, access, and save spreadsheets to one-drive. MS PowerPoint Level One Course Participants gain an understanding of the essential functions and features of the PowerPoint interface. Participants create a new presentation, insert text and pictures, apply a transition, run a slideshow, access, and save presentations to one-drive.</p>
DOC	DOC	<p>Google Docs Level One Course Participants gain an understanding of the essential functions and features of Docs interface. Participants create a new document, open and navigating between existing documents, access, and save documents to google drive. Learn how to use grammarly for document editing purposes. Google sheets Level One Course Participants gain an understanding of the essential functions and features of the Sheets interface. Participants create a new spreadsheet, input, edit, modify cell width, convert numeric data, apply autosum, access, and save spreadsheets to google-drive. Google slides Level One Course Participants gain an understanding of the essential functions and features of the Slides interface. Participants create a new presentation, insert text and pictures, apply a transition, run a slideshow, access, and save presentations to google-drive.</p>