

# Computer Training Courses 2019-2020

Call 705.945.7109 for more information

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## Basic - Level 1 Courses

No computer experience is required to take these courses...just bring a smile and a pen or pencil and be prepared to have fun!

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### Introduction to Windows 10

- January 6 – January 15 – Afternoons 12:00-2:30 (2 Weeks Mon, Wed)
- February 4 – 13 – Evenings 6:00-8:30 (2 Weeks Tues, Thurs)
- May 13 – 22 – Afternoons 12:00-2:30 (2 Weeks Wed, Fri)

### Windows 10 - Part II

- January 20 – 29 – Afternoons 12:00-2:30 (4 Weeks Mon, Wed)
- February 18 – 27 – Evenings 6:00-8:30 (4 Weeks - Tues, Thur)
- May 25 – June 3 – Afternoons 12:00-2:30 (2 Weeks Mon, Wed)

### Apple Cellphones and Tablets

Note: Please contact Northland in advance to be sure that your phone or tablet is set up and ready to take the course

- December 9 – 18 – Afternoons 12:00-2:30 (2 Weeks Mon, Wed)
- April 15 – 24 – Afternoons 12:00-2:30 (2 Weeks Wed, Fri)
- May 12 – 21 – Evenings 6:00-8:30 (2 Weeks - Tues, Thur)

### Android Cellphones and Tablets

Note: Please contact Northland in advance to be sure that your phone or tablet is set up and ready to take the course

- December 10 – 13 – Mornings 9:00-11:30 (1 Week - Tues, Wed, Thur, Fri)
  - April 27 – May 6 – Afternoons 12:00-2:30 (2 Weeks Mon, Wed)
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## Basic - Level 2 Courses

No computer experience is required to take these courses...just bring a smile and a pen or pencil and be prepared to have fun! Please contact Northland in advance of these courses if you do not have a Google or Microsoft account. We will be happy to help you set one up

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### Google Everything

- February 5 – 21 – Afternoons 12:00-2:30 (3 Weeks Wed, Fri)

### Office 365

- February 24 – March 11 – Afternoons 12:00-2:30 (3 Weeks Mon, Wed)

### Social Media

- March 23 – April 8 – Afternoons 12:00-2:30 (3 Weeks Mon, Wed)

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# Intermediate Courses

No computer experience is required to take these courses...just bring a smile and a pen or pencil and be prepared to have fun!

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## Word

- **January 7 – 17** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)
- **March 17 – April 9** – Evenings 6:00-8:30 (4 Weeks - Tues, Thur)
- **March 30 – April 9** – Mornings 9:00-11:30 (2 Weeks – Mon, Tues, Wed, Thur)

## Excel

- **January 7 – 30** – Evenings 6:00-8:30 (4 Weeks - Tues, Thur)
- **January 20 – 30** – Mornings 9:00-11:30 (2 Weeks – Mon, Tues, Wed, Thur)
- **April 14 – 23** – Mornings 9:00-11:30 (Week 1 –Tues, Wed, Thur, Fri)  
(Week 2 –Mon, Tues, Wed, Thur)
- **April 14 – May 7** – Evenings 6:00-8:30 (4 Weeks - Tues, Thur)

## PowerPoint

- **February 4 – 14** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)
- **April 28 – May 8** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)

## Quickbooks

- **February 18 – 28** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)
- **May 12 – 22** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)

## Sage 50

- **March 3 – 13** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)
- **May 26 – June 5** – Mornings 9:00-11:30 (2 Weeks - Tues, Wed, Thur, Fri)

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# Self-paced, continuous enrollment

Continuous Enrollment – Tuesday and Thursday Afternoons 12:00-2:30

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## Flexible Learning Environment

- Master essential computing skills including the use of Microsoft Word, Excel and PowerPoint at your own pace
- Start with an assessment to identify what you already know
- Work with your instructor to set goals and timelines
- Use various software tools and get the support you need from skilled teachers as you progress through your lessons

## Three ways to get certified

- Level 1: Be recognized for your participation. Attend a specified number of classes to achieve an ADSB participant certificate (no testing required)
- Level 2: Pass the Northstar Digital Literacy exam and become recognized across North America for functional workplace skills using Word, Excel or PowerPoint
- Level 3: Pass the comprehensive "Microsoft Office Specialist" exam and be recognized worldwide for your high levels of office proficiency