Daytona Beach Computer Learning Center

Course Information - *2017Catalog*

What to Expect at the Daytona Beach Computer Learning Center

Class size ranges from three to eight students, and each student has his or her own computer. One instructor, assisted by two to four coaches for one-on-one student guidance, conducts the classes.

Each student is given a professionally prepared workbook; students should bring a pencil or pen.

Courses are offered either in the morning (9:30 – 12:30) or afternoon (1:30 – 4:30). Multi-day courses meet the same day and time each week, except for holidays. It's possible to receive help during **Friday Lab** if a class is missed, which is a special benefit to students of Daytona Beach Computer Learning Center. **Lab** is offered to current and past students on Friday mornings (9:30-12:00) by appointment with the instructor and afternoons (1:30-4:00) for the purpose of practicing, getting help with a particular computer task, help making up missed classes, and/or doing their "homework." Computers, printers, scanners, the internet, and card readers are available during these **free Labs.** An experienced coach will be there to help answer your questions.

Course Offerings

Getting Started 1   One, 3-hour class $10.00

No Prerequisite

Curriculum: This course covers keyboard and mouse skills, basic computer terminology, and practice using easy programs

Basic PC Review (BCR)   One, 3-hour class $10.00

Prerequisite: Getting Started 1 or equivalent experience

Curriculum: One 3 hour class. This is an optional transition class between GS1 and GS2. We will briefly review the material that was covered in GS1, then additional material will be presented to prepare you for GS2. This may include: the Desktop, Select, Files and Folders and more as time permits.

Excel 2007 Spreadsheets   Three, 3-hr classes $20.00

Prerequisite: Getting Started 2 or equivalent and *MS Office Excel 2007* spreadsheet software.

Curriculum: Learn when and how to use a spreadsheet to organize data, use functions, generate charts and reports, process and print your data using an *MS Office Excel 2007 Worksheet* software.

iPhone Beginner (iPH1)   Two, 3-hr classes $20.00

Curriculum: Two 3-hour classes covering iPhone controls, basic, setup, phone calls and texting

iPhone Intermediate (iPH2)   Four, 3-hr classes $40.00

Curriculum: Four 3-hour weekly classes covering using your phone for email, facetime, surfing the internet, using built-in apps such as calendar, downloading new apps, camera, and editing photos.

Workshop Offerings

Workshops are abbreviated courses, covering one specific application or skill. Workshops are given in either a lecture/discussion format or hands-on computer format like regular courses. Students receive a workbook and/or handouts covering material presented.

Check workshop description for class size and format. Workshops depend on an adequate number of enrollees to justify giving the class. What topic would you like for us to add?

DBCLC

Daytona Beach Computer Learning Center

524 S Beach St , Suite A, Daytona Beach , FL 32114

(386)254-1688

Please leave a message on the answering machine and a volunteer will call you back. We don't have clerical personnel to answer the telephone. Sorry for the inconvenience.

Through the generosity of local businesses and civic groups and the support of computer-savvy volunteers, this non-profit learning center, opened its doors in January 2000. Today we continue the tradition of small classes, lots of one-on-one support, up-to-date equipment, and a volunteer staff that truly cares about the student and his/her individual learning needs.

Look for regular announcements about <u>free</u> Open House events covering topics of interest to all PC users.

Classes do fill up quickly so please call the Registration team on 386 788-2118 to check availability.

Please visit our web site or contact us via Email.

Web Site: www.dbclc.com   E-Mail: dbclc1@dbclc.com