

BASIC COMPUTER SKILLS FOR SMALL BUSINESS

(September 25 – December 15, 2007)

Course Goal: Upon the completion of 12-week training, students will be able to access the Internet for searching desired websites as well as to use the email with attachments. In addition, students will also be able to use MS Word & Excel 2003 for creating basic business forms included business letters, reports, check-in/out list, mailing labels and simple financial worksheets. Prerequisite: None (Some keyboard skills preferred but not required).

Part I – Intro to Internet/Email (9/25 - 10/18/07)	
<i>Week 1</i> (9/25 & 9/27)	<ul style="list-style-type: none"> ○ Introducing Windows, Internet, and Email ○ Working with basic tasks to log on/off a computer ○ Defining different storage devices
<i>Week 2</i> (10/2 & 10/4)	<ul style="list-style-type: none"> ○ Learning basic computer concepts: SAVE, SAVE AS, OPEN, PRINT, PRINT PREVIEW... ○ Learn different components of a program window & Internet
<i>Week 3</i> (10/9 & 10/11)	<ul style="list-style-type: none"> ○ Browsing the Web – Launch Internet Explorer, navigate the Web, adjust the display of text, navigate hyperlinks, use navigation buttons to print web pages, perform standard searches, browse the search results, and narrow a search
<i>Week 4</i> (10/16 & 10/18)	<ul style="list-style-type: none"> ○ Sending & Receiving Email – View email settings, change mail setup options, create and sending email message with attachment(s), and more if time allowed
Part II – Intro to MS Word 2003 (10/23 - 11/15/07)	
<i>Week 5</i> (10/23 & 10/25)	<ul style="list-style-type: none"> ○ Create different business letter styles – block, modified block <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> basic parts of a business letter, how to save a new document, how to open an existing document, how to edit/modify and print or preview a document.
<i>Week 6</i> (10/30 & 11/1)	<ul style="list-style-type: none"> ○ Create simple reports <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> basic parts of a report, line spacing & paragraph formats.
<i>Week 7</i> (11/6 & 11/8)	<ul style="list-style-type: none"> ○ Create simple business forms using table format <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> how to draw a table, enhance table with line borders and other options.
<i>Week 8</i> (11/13 & 11/15)	<ul style="list-style-type: none"> ○ Create mailing labels using EXCEL datasource & mail merge feature <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> Use mail-merge Wizards to create mailing lists using provided Excel data sources.
Part III – Intro to MS Excel 2003 (11/20 - 12/15/07)	
<i>Week 9</i> (11/20 & 11/22)	<ul style="list-style-type: none"> * No class on 11/22 (Thanksgiving holiday) ○ Create & edit a simple worksheet <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> Explore Excel windows, get familiar with text entries, number entries, and editing modes.
<i>Week 10</i> (11/27 & 11/29)	
<i>Week 11</i> (12/6 & 12/8)	<ul style="list-style-type: none"> ○ Copy and Paste basic functions – SUM, AVERAGE, MAX, MIN <ul style="list-style-type: none"> ○ <u>Concepts to learn:</u> number formats, Fill Handle formulas, cell formats
<i>Week 12</i> (12/13 & 12/15)	<ul style="list-style-type: none"> ○ Create simple business worksheets for sales taxes, revenues/expenses records, car expense deduction (mileage), more..

Students,

Please use the following webpage links (will be available when class started) for your instructional resources:

1. Internet/Email handouts: ???
2. MS Word 2003 handouts: ???
3. MS Excel 2003 handouts: ???

All complete jobs should be saved on your floppy disk or USB, and send them to the teacher via email.

The instructor's email address is junenguyen@pacbell.net