

Enrollment

Individuals wishing to enroll in the Computer and Network Systems Support, Maintenance and Repair program may do so by following the application requirements below:

- Complete an application form
- Submit proof of a High School Diploma or GED
- Proof of 15 wpm typing speed or concurrent enrollment in keyboarding*
- Pay the registration and application fee
- Arrange for satisfactory payment of course fees and tuition

**Applicants may take a typing test offered by The Learning Center to fulfill this requirement. Applicants may enroll in any keyboarding course offered through The Learning Center, The Literacy Council, or The PA CareerLink. Submission of proof of enrollment will satisfy this*

Tuition

The cost of the program includes the cost for books, lab fees and instruction.

The cost is divided between the following components:

Tuition	\$4,600.00
Registration Fee	100.00
Application Fee	<u>35.00</u>
Total	\$4,735.00



2803 State Route 257
Seneca, PA 16346
814-677-2447

The Learning Center is the training division of CS Technologies Plus. We have been providing computer training for the Northwest Pennsylvania area since October, 1990.

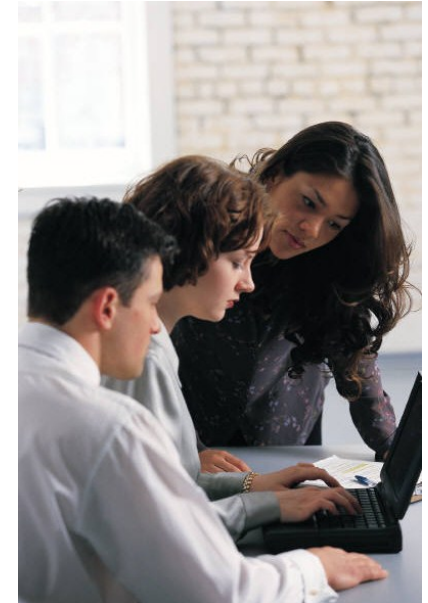
Throughout our history, we have earned a reputation for high quality training. We are committed to offering training in the most current and popular software requested by our customers.

We provide training in a fully equipped lab located in Seneca, Pennsylvania.

**This school is licensed by the
Pennsylvania State Board of
Private Licensed Schools**



BASIC BUSINESS COMPUTING



General Information

This program was designed specifically for individuals with little to no computer experience. It includes a basic overview of computer components, training in the current Windows® operating system, instruction in the use of the Internet for business purposes and skill training in the two most popular business applications: Microsoft® Word and Microsoft® Excel.

Graduates will be able to accept entry level positions in offices requiring the use of Word and Excel.

The school is open from 8:30 a.m. to 5:00 p.m. Monday through Friday to all visitors who wish to view the facilities. An appointment for visits and interviews is strongly recommended and can be made by contacting The Learning Center at (814) 677-2447.

Course Length and Times

The duration of the training is 9 weeks for a total of 144 hours of instruction.

Classes meet for four hours, four days per week (Monday—Thursday) according to the following session schedule:

- Morning Session: 8:30 AM - 12:30 PM
 - Afternoon Session: 1:00 PM - 5:00 PM
- Additional lab time may be scheduled.*

Course Content

Computer Basics

Students will learn basic computer concepts and skills related to personal computers. Students will receive an introduction to the hardware components of a personal computer. In addition, they will learn some practical Windows techniques and become competent with two applications.

Windows Basics



This course is designed to introduce users to the newest operating system interface created by Microsoft®. Items such as active desktop, autostart, tweak and system maintenance tweak scheduling and shortcut creation and management will be discussed.

Internet Basics

Students will learn how to use the Internet to browse the World Wide Web efficiently, search for and retrieve information, and send and receive electronic mail. Students will learn to create personal and business mailing lists, keep track of and organize favorite sites and insert various type of attachments to email.

Word Basics

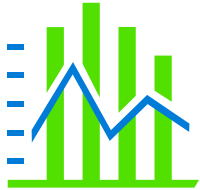
This course introduces the basics for creating and revising business documents using Word. Topics c



covered include creating a document, editing text, formatting text, adding tables, using Word timesavers, and display and printing options. This course includes how to create templates, manage table data, create a newsletter, send form letters, create a Web page and manage document changes.

Excel Basics

This course introduces the basics for creating editing, formatting and printing basic worksheets, charts and Excel templates. It also introduces the student to sorting, filtering, importing, exporting, and analyzing data; and collaborating on the Web. Work with built-in functions and manually creating formulas is included.



Career Readiness: *Students will be required to create a resume and cover letter. They will also be required to interview twice with department managers and/or supervisors of CS Technologies Plus.*

Completion Information

To graduate from the program, a student must achieve a grade of 75% or better in coursework and lab work. A diploma will be awarded to students who complete the graduation requirements.

The Learning Center prepares students for careers but *cannot guarantee jobs.*