INDIVIDUAL COMPUTER CLASSES
Cost: $60 per hour
Choose from the classes below or design your one-on-one training experience to meet your precise need and interest at learning a specific software application or activity.

Assistive Technology Training for the Home
Learn how to use your adapted devices or specialized software /apps to improve independence in the home.

Assistive Technology Training for Employment
Learn how to use your adapted devices or specialized software /apps to maintain your current employment, gain new employment and improve independence in the workplace.

Assistive Technology Training in the Classroom
Learn how to use your adapted devices or specialized software /apps to improve note-taking and learning strategies to gain independence in the classroom.

Fast ForWord
A LANGUAGE and LITERACY product intensively addresses the brain's ability to process, discriminate, and identify sounds while cross-training grammar, listening comprehension, grammar, and vocabulary -- preparing the brain and filling in missing skills for fast reading improvement.

GENERAL PUBLIC CLASSES ~~ Continuing Education

MICROSOFT WORD
Cost: $160 – two 2 hour sessions
Learn the basics skills needed to use Microsoft Word productively and efficiently. Create, navigate and save documents. Discover how to edit, copy and paste, and find and replace text. Learn various formatting options, create tables, and work with graphics.

MICROSOFT POWERPOINT
Cost: $160 – two 2 hour sessions
Learn features of Microsoft PowerPoint. Learn about presenting Text in Tables, Create & Manage Graphics, and Add Sound & Movement to Slides, Prepare & Deliver Presentations, and Work in PowerPoint Efficiently, Creating Custom Presentation Elements and Saving & Sharing Presentations.

MICROSOFT PUBLISHER
Cost: $160 – two 2 hour sessions
Learn how to use this desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Learn how to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents.

MICROSOFT EXCEL
Cost: $160 - two 2 hour sessions
This class takes you through the basics of the world's most popular spreadsheet software. You will start with the absolute basics, creating and saving a new workbook. The course proceeds step by step through the process of entering data in cells, doing basic math, formatting your worksheets, setting up pages for printing and applying basic mathematical formulas.

ACCESS DATABASE in MICROSOFT
Cost: $160 – two 2 hour sessions
This course provides students with skills and concepts needed to use Microsoft Access 2013, 2016, or 2010 productively and efficiently. They will learn to normalize data, join tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, sub forms and sub reports, navigation forms, and calculated fields.

SOCIAL MEDIA
Cost: $160 – two 2 hour sessions
Explore the opportunities of Facebook, Twitter, Instagram, Snap Chat and how they enable you to interact with society. Learn these various methods for communicating and sharing information.

iPads & APPS
Cost: $160 – two 2 hour sessions
Also known as tablets. Learn all the different apps that come with your iPad. Learn how to maneuver the various apps, change settings and learn how to purchase and install apps.

WINDOWS 10 and the Internet
Cost: $160 – two 2 hour sessions
Learn all the essential features of Windows 10. This comprehensive course covers everything you need to know to install Windows, customize it to your liking, and start working with files and applications. Learn how to manage folders, use Cortana to search and navigate, browse the web with the new Microsoft Edge browser, and work with Mail, Calendars, and People (aka contacts)

QUICK BOOKS Accounting Class
Cost: $160 – two 2 hour sessions
Learn this highly effective yet simple-to-operate accounting package that's perfect for emerging companies. This comprehensive course teaches you how to set up and track accounts payable and receivable and balance sheets. Examine how to forecast cash flow, produce profit and loss statements, and track income and expenses by jobs or departments.

GOOGLE CHROME Book
Cost: $160 – two 2 hour sessions
Chromebook is a different breed of computer. It runs on Google's web-based Chrome OS, which is designed to be used with an Internet connection. Most of Chromebook's documents and apps exist in the cloud. Learn how to use your google chrome book and all the apps that come with it.

SCRATCH
Cost: $160 – two 2 hour sessions
With Scratch online software application, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Group at the MIT Media Lab.