



Levels for Computer Classes

All computer technology classes are labeled as Beginner, Experienced, or Expert. This is done to give students an idea of the course content and degree of difficulty prior to attending the class.

Members may always take any class. Novice users taking Expert level classes may be advised to observe portions of the class that they find too difficult to understand or perform.

Beginner

No previous computer knowledge is required for these classes. While basic computer knowledge might be helpful, most topics will not be overly challenging for the novice user.

Examples include Windows for Novices, Rapattoni Level 1, Word 2007, and Internet Explorer.

Experienced

Students should have a good basic understanding of computer use. Classes will utilize skills such as saving and opening files and folders, using the Windows Clipboard, and navigating the Internet.

Examples include Power Point, Publisher, Rapattoni Levels 2 and 3, Courthouse Retrieval, and Excel 2007

Expert

These classes can be difficult for a novice user to understand or perform. Skills will include working knowledge of Microsoft Word and Excel, navigating Windows applications and folders, and creating complex documents.

Examples include Graphic Objects in Word, Word Publishing, Excel Expert, Excel Database, and Importing/Exporting

