

“Next Step” Microsoft Office Skills Training

May 15th through June 9th, 2017 (session #96)

Information Sheet

“Next Step” Microsoft Office Skills Training is an intensive, eighteen-session computer skills training course introducing the Microsoft Office Suite. “Next Step” provides job readiness skills and assessment of clients’ physical capacities for employment, psychological readiness for work, skill levels and/or need for further education to compete in the labor market. Self-paced tutorials and actively-assisted lab time enable trainees to gain proficiency at their own speed. Participants need to be authorized for this training by their CA Department of Rehabilitation (DoR) counselor. Class size is small (max. of 11). The course takes place over 18 sessions from 12:00 noon to 5:00 pm:

May						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
(class dates shaded)						

June						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
(class dates shaded)						

The curriculum covers:

- *Computer skill essentials
- *MS Word
- *MS Excel
- *Outlook (network accounts)
- *MS Powerpoint

Instruction Methods

Participants will learn how to apply concepts, not just software features, to complete office tasks efficiently on the computer. Instruction is hands-on. Students follow live, onscreen demonstrations by the teacher by doing the same tasks themselves. Then they develop their skills with lots of practice and at their own speed, during extensive lab time (one hour before and after each class). Some individualized tutoring is also available. The course takes place in a supportive, collaborative environment.

Instructors

Next Step is taught by Brian Whitford, PRC’s computer training guru since 2004, and Hollis Fleischer, the Computer Training Associate. Brian has more than 18 years of experience teaching computer skills at Bay Area Video Coalition, Goodwill Industries, and the Jewish Vocational Service. He received the Web/Multimedia Instructor certification of the BPPVE, State of California, in 2002, and a B. A. of History from UC Berkeley in 1980. Hollis recently completed her master’s degree in Rehabilitation Counseling at SF State University, during which time she interned at Goodwill Enterprises and California Department of Rehabilitation.