



ABOUT THE INSTRUCTOR

Dr. Janette Bauchou started with Fremont Adult and Continuing Education in 1984 and has over 19 years teaching experience. In the 1990's, she pursued her Chiropractic degree while working full-time in computer related positions. Jan is a leader in working with others in implementing technology in the classroom. She has served on numerous committees and is dedicated to improving the quality of education for teachers and students. Jan exudes patience while creating a stimulating and engaging learning environment in the classroom. Her teaching style demonstrates flexibility in order to focus on students' needs and goals. She is currently pursuing her Master's degree in both Organizational Management and Teaching and Learning with Technology.

TOP 10 REASONS TO SIGN UP

1. IMPROVE YOUR SKILLS
2. INCREASE YOUR CHANCES AT GETTING A JOB
3. QUALITY TRAINING AT AN AFFORDABLE PRICE
4. PRACTICAL HANDS-ON PARTICIPATION
5. RECEIVE THE BEST POSSIBLE LEARNING EXPERIENCE
6. REAL-WORLD AND IN-DEPTH CONTENT
7. EARN MORE MONEY
8. STRENGTHEN YOUR WEAKNESSES
9. BOOST YOUR SELF-ESTEEM
10. EDUCATION DESIGNED TO LAUNCH YOUR CAREER

Career and Technology Education prepares youth and adults for a wide range of careers. Fremont Adult and Continuing Education is now offering a Summer certificate program that will provide over 60 hours of training using Microsoft Office 2007. Students enrolled in this 10 week program receive training designed to teach the skills necessary for employment in the field or industry which they are pursuing.

Pre-requisite: Basic Computer skills required.

Fee: \$199 or 3 tracks for \$450

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities and assessments.

Certification

This course will provide over 60 hours of training in using Microsoft Office 2007 Software including Word, Excel and PowerPoint. A Certificate of Proficiency will be awarded upon successful completion of each series. Class can be taken for High School credit.

Textbook: No required text.

Course Dates and Time

September 8 to November 18, 2010

Monday to Thursday

Track 1 - Word	8:30-10:00 am
Track 2 - Excel	10:00-11:30 am
Track 3 - PowerPoint & Publisher	11:45-1:15pm

How To Register

In-Person:

4700 Calaveras Avenue
Fremont, CA 94538

Online: face.edu

Contact Us

510.793.6465 Telephone
510.793.2271 Fax
fasonlinereg@fremont.k12.ca.us

Class size is limited.



Employment Development

Microsoft
Word
Microsoft
Excel
Training

Regular Price
\$199
or
3 for \$450
Save \$150

 Fremont
Adult and
Continuing
Education

Training solutions to help you get a job!

5 Week Training Program
Clerical, General Office, Administrative Support
Training for the Future

EARN A CERTIFICATE TO A BETTER JOB!

Skills for SUCCESS!!!



MICROSOFT OFFICE WORD 2007—TRACK I

This phase is designed for those who wish to develop word processing skills needed in the workplace. The class covers the basic skills required to use MS Word through the advanced features needed to enhance productivity, develop more vibrant documents and improve skills.

Participants will learn to

- Create, save, retrieve, edit, and print documents
- Navigate through documents, set margins, tab stops and line spacing
- Perform character and paragraph formatting
- Create headers and footers
- Work with multiple documents
- Use proofing tools
- Use the find and replace command
- Insert files and graphics
- Create folders, sort and customize the Word 2007 workspace
- Use/Create styles and document templates
- Use mail merge to create mailing labels, envelopes and form letters
- Create and edit tables
- Create an index and table of contents
- Create newspaper style columns
- Create and work with document sections
- Create pdf files

MS EXCEL 2007—TRACK II

This track is designed for those who wish to develop spreadsheet skills needed in the workplace. The class covers the basic skills required to use MS Excel through the more complex features including writing functions and performing data analysis.



Participants will learn to

- navigate through worksheets
- Manage worksheets and workbook files
- Use cell and range selection techniques
- Enter data
- Create and edit formulas and functions
- Link worksheet and workbook data
- Format a worksheet
- Use relative and absolute cell addressing features
- Use productivity features like AutoEntry, AutoCorrect, and the Fill handle
- Use combining and nesting formulas
- Use Date, Time and Text functions
- List Manipulation techniques
- Work with named ranges
- Create Charts and PivotTables
- Manage lists
- Filter records

MS POWERPOINT 2007—TRACK III (PART 1)

This track is designed for those who wish to develop presentation skills needed in the workplace. The course covers how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Participants will learn

- Slide Show Basics
- Picture Basics
- Use of Diagrams, charts, and tables
- How to add sound or narration
- How to insert Movies
- How to use animation
- How to change slide design
- How to modify presentations
- Presentation Techniques

Quality training to meet your needs

MS PUBLISHER 2007—TRACK III (PART 2)

This phase is designed for those who wish to develop publication skills needed in the workplace. The course covers how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

Participants will learn to

- Create various types of Publications
- Modify Layout and Structure
- Edit and Format content
- Prepare a Publication for Distribution

