Pioneer Community Technology Center Schedule for Spring 2020

Pioneer Community Technology Center continues to support technology training initiatives that improve employment skills and expand community access to technology. Our organization provides low cost computer application training utilizing a modern computer lab located in the Pioneer Central School District. For further information, please contact: Erik Maeder at Pioneer Community Technology Center @ 492-9313 or check out our webpage link at: https://www.pioneerschools.org/o/Pioneer%20CSD/page/community-education--44

Annual membership- $30.00
(Membership includes up to 4 classes)
Family membership- $50.00
Non Member - $10.00 per class
Membership from September 2019 through June 2020

You DO NOT need to live within the Pioneer District to take advantage of these classes.

Pioneer Central School
Attn: Pioneer Community Technology Center /Erik Maeder
PO Box 579
Yorkshire, NY 14173
Please make check or money order payable to: Pioneer Community Technology Center

COMPUTER/INTERNET BASICS:
Learn basic computer fundamentals from turning on the computer, using a mouse, terminology and basic software commands.
Instructor: Barb Knight – Class Time: 6:00 – 7:00 pm. Place: B147 – High School
Class Date: April 21, 2020

INTRODUCTION TO MICROSOFT WORD 2018:
You will create, edit, and enhance standard business documents using Microsoft Office Word 2016 version. Upon successful completion of this class, you will be able to: create a basic Word document, edit a document, format text and paragraphs, insert special characters and graphical objects, control the page setup and appearance of a Word document, and proofread documents for accuracy.
Basic understanding of computers is helpful. Instructor: Erik Maeder - Class Time: 6:00 – 9:00 pm. Place: B147 – High School
Class Date: April 22, 2020

BEGINNING EXCEL 2018:
Microsoft Excel is a spreadsheet program that allows you to organize data, complete calculations and graph data. Excel can be used for inventory, tracking sales, address books etc. Learn to use formulas, calculate, format and print your spreadsheet.
Basic understanding of computers is helpful. Instructor: Erik Maeder – Class Time: 6:00 – 9:00 pm. Place: B147 – High School
Class Date: April 27, 2020

POWERPOINT 2018:
You will create, edit, and enhance a presentation using Microsoft Office PowerPoint 2016 version. Upon successful completion of this class, you will be able to: create a basic presentation, format text on slides to enhance clarity, and graphical objects to enhance visual appeal, add tables and charts to present data in a structured form, and finalize a presentation to deliver it.
Basic understanding of computers is helpful. Instructor: Erik Maeder - Class time: 6:00 – 9:00 pm. Place: B147 High School
Class Date: April 1, 2020

CELL PHONES:
Tips, Tricks & How to Use Your Cell Phone! This class will help you use the features of your cell phone. Help will range from adding phone number, contacts, calendar, pictures, text messages, email, internet and more! Old phone, new phone, smart phone... Let me help you with your phone questions!
Instructor: Barb Knight – Time: 6:00 – 7:00
Place: B147 High
Class Date: March 24, 2020