



**CULTURAL DIVERSITY FOUNDATION
e-LEARNING PROGRAM
Online Classes**

March 2011 – December 2011

ONLINE COURSE LISTINGS

All classes are offered Monday thru Saturday. The time is arranged with the instructor. MS Office Intermediate Excel is offered on Saturday, Only.

NOTE: Classes will open at 7:00 am until 9:00 pm on the enrollment date. If additional time is needed to complete the class, email the instructor in Moodle.

REGISTRATION FEE:

- **Free** for unemployed individuals
- Must show documentation prior to registration (pay stub, W2, debit unemployment card, etc.)
- \$50 enrollment fee for participants who do not meet eligibility requirements.
- Group Rates and Corporate Fees available upon request

<p>Winning Scholarships For College Learn how to search for scholarship resources on the Web and use print scholarship resources Write an essay Complete the FAFSA</p> <p>Date: Saturday, March 26 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, April 9 Time: Open from 7:00 am – 9:00 pm</p> <p>Date: Saturday, May 21 Time: Login Open from 7:00 am – 9:00 pm</p> <p>Date: Saturday, June 18 Time: Login Open from 7:00 am – 9:00 pm</p>	<p>Introduction to Microsoft Office Excel Learn how to create a spreadsheet for a personal budget, enter & calculate data ; format spreadsheet Date: Enroll Monday thru Saturday Login: 7:00 am – 9:00 pm</p> <p>Intermediate Microsoft Office Excel Learn how to create a spreadsheet using charts, formulas, and Pivot Table</p> <p>Date: Saturdays Only Login: 7:00 am – 9:00 pm</p> <p>Introduction to Microsoft Office PowerPoint Learn how to create a slide presentation; insert graphics, and slide transitions</p>
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<p>Date: Saturday, July 9 Time: Login from 7:00 am – 9:00 pm</p> <p>Saturday, August 6 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, September 24 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, September 24 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, October 22 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, November 19 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, January 14, 2012 Time: Login from 7:00 am – 9:00 pm</p> <p>Date: Saturday, January 28, 2012 Time: Login from 7:00 am – 9:00 pm</p>	<p>Date: Monday thru Saturday Login: 7:00 am – 9:00 pm</p> <p>Introduction to Microsoft Office Word Learn how to create a document by entering & editing text in MSWord; copy/pasting text; selecting font styles & size; saving documents; inserting pictures; formatting a document</p> <p>Date: Monday thru Saturday Login: 7:00 am – 9:00 pm</p> <p>Designing an Online Newsletter for Email Marketing Learn how to use e-mail marketing software To Create An Eye-catching Newsletter Online for:</p> <ul style="list-style-type: none"> • Marketing Your Nonprofit or For-Profit Business • Family Reunions • Church & Community Events <p>Date: Monday thru Saturday Login: 7:00 am – 9:00 pm</p>
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