

Birdville Center of Technology and Advanced Learning

Adult Education

Evening Courses

Spring 2016

\$50.00

16 class sessions

January 25 – March 23

Class will not meet March 14 – 18

Monday & Wednesday Evenings

6:00 – 8:00 p.m.

Two Ways to Register

Visit ***Birdville Center of Technology and Advanced Learning*** located at:
7020 Mid Cities Blvd. in North Richland Hills
Turn in the completed registration form
from our website, along with payment

or

Go online to:
<http://birdvilleisd.revtrak.net>, select
“REGISTRATION” and then “ADULT ED.”

Each course is \$50.00.

Refund Policy: A full refund may be obtained if requested prior to the first class meeting. Students withdrawing from class prior to the second class meeting may receive a 50% refund. No refund will be given after the second class meeting.

Introduction to Computers

Students begin computer literacy in a low-stress environment by exploring basic computer “hot keys” (keyboard functions) and basic computer software packages such as Microsoft Office. Students will also learn about navigating the internet, emailing and blogging.

Computer Applications

Students will learn about file formats and compatibility, and advanced uses for basic software with an emphasis on internet integration (i.e., emails, blogs, posts). Focus on advanced skills in Microsoft Office (Word, Excel, PowerPoint and Publisher). Also learn some basics in Photoshop for image manipulation.

Web Basics

Students will receive instruction on creating and viewing web pages using software that comes with any personal computer. The course covers formatting, images, tables, links, design tips and basic web page structures. Options for setting up your own website are discussed. Hands-on exercises are included. Students also receive an electronic copy of course materials for use and review at home.

Birdville Center of Technology and Advanced Learning 7020 Mid Cities Blvd., North Richland Hills, TX 76180

Call 817-547-3800 or go to <http://birdvilleisd.revtrak.net> (select REGISTRATION)

ASSURANCE OF NONDISCRIMINATION

No student shall be denied the right to participate in any school program, education service, or activity because of the student's race, religion, sex, national origin or disability. The District has designated Joe Cammarata to coordinate its efforts to comply with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 as amended, and Section 504 of the Rehabilitation Act of 1973 dealing with rights of students with disabilities. All complaints shall be handled through established channels and procedures beginning with the building principal, followed by appeal to the Administrative Assistant for Community, Parent, and Student Concerns and finally the Board of Trustees.

The Birdville Independent School District does not discriminate on the basis of a disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact John Hughes at (817) 547-5844.