

Adult Computer Camp

NR Computer Learning Center offers Computer Program for adults with hands-on computer classes in the area of Computer Basic, Keyboarding, Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Computer Network, Internet & Microsoft Outlook 2010.



NR Computer learning Center (NRCLC) provides several high caliber half/full day computer training for adults. Our educators inspire minds of individual to exercise their creativity while embracing technology as an invaluable tool for life. You can choose from any of our summer computer camps! You can also register for multiple programs to develop technical skills and enhance your career. For additional information, visit our website: www.nrclc.com.

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Computer Basic & Window

The hands-on course provides student the knowledge and skills required to identify different types of computers, the components of a personal computer including microprocessors, motherboard, flash drive, hard disk, Memory, Keyboard, mouse and Input/output devices. The students will also learn to use Windows to manage files & folders, maintain their system, run application, use control panel, print files and install programs.

Build Your Own PC

A hands-on course that teaches students to build computers from scratch! Learn to build your own computer, load software, format hard drives, change directories, install motherboards, eliminate viruses, configure, troubleshooting and run the software on your computer.

Computer Networking, Internet Basic & Email

The hands-on course provides the student the knowledge and skills required to understand the common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like cellphone). The students will also learn to use the Internet for research and Microsoft Outlook 2010 to send and receive emails, scheduler to keep track of appointment and Task Management tool to manage task list.

Video Editing & Special Effects

If you want to learn to develop and edit a digital movie then this class is for you. You will learn to add background sounds and music, special effects, text, cut unwanted movie clips, merge movie clips, add pictures and to upload movie to YouTube for friends and family to view it.

Microsoft Word 2010 - Basic

The hands-on course provides training in using basic features & functions of Microsoft Word 2010 software to create professional letters and documents. Students will learn to use online help, edit, format, copy, paste, set font type and size, print documents and enhance business documents using Microsoft® Office Word 2010. Prerequisite: Basic Computer Knowledge.

Microsoft Word 2010 - Intermediate

The hands-on training includes creating complex documents and build personalized efficiency tools using Microsoft Office Word 2010. The students will learn to customize paragraph, page, images, and table to create professional documents. Students who complete this course can be on their way to preparing for a Microsoft Office Specialist exam. Prerequisite: Microsoft Word 2010 Basic.

Word 2010 Certification Exam Prep

The hands-on course includes an overview of the Microsoft Office Specialist (MOS) exam, an assessment and practice test to prepare for the Microsoft Word 2010 Certification Exam. Prereq: Word 2010 Basic or equivalent.

Microsoft Excel 2010 - Basic

The hands-on Microsoft® Office Excel 2010 Basic training includes the basic topics such as creating, modifying and formatting business spreadsheet such as budgets, inventory reports, invoices, and charts. The students will learn to format cell, row and column, set text style and font size, define formula, print, manage and audit numerical spreadsheet. Prerequisite: Basic Computer Knowledge.

Microsoft Excel 2010 - Intermediate

The hands-on Microsoft® Office Excel 2010 Intermediate training includes working with various formulas function and tools to analyze data in spreadsheets. The students will also learn to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Students who complete this course can be on their way to preparing for a Microsoft Office Specialist exam. Prerequisite: Microsoft Excel 2010 Basic.

Excel 2010 Certification Exam Prep

The hands-on course includes an overview of the Microsoft Office Specialist (MOS) exam, an assessment and practice test to prepare for the Microsoft Excel 2010 Certification Exam. Prereq: Excel 2010 Basic or equivalent.

Internet Marketing for Business

Learn to use Internet Marketing to promote online business and drive traffic to your website. The hands-on course include social media. Facebook & twitter, step-by-step process for optimizing your website, for search engine, tips for generating traffic, analyzing user preferences and generating quality leads using free tools and techniques.

QuickBooks 2010

The hands-on course provides the student the knowledge and skills required to use QuickBooks 2010 to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, write and print checks, create invoices and credit memos, add custom fields, set up budgets and learn about data backup/protection.