

The TurnAround Agenda
Technology
& Education Program
Course Offerings



LEARN**GROW****AND****GO**

Make the choice to a better way of life!

Welcome to the Turn Around Agenda (TTA) Technology & Education Program (TEP)

Dear Friend,

Congratulations! You have just taken a huge step toward achieving a milestone in your life. We applaud your decision in taking that first step. We believe that with hard work determination, you CAN accomplish what you have set out to do. The Technology & Education Program has dedicated staff instructional volunteers that care about you and your future. Our programs are designed to help you achieve your personal and professional goals.

Together, we will succeed!

Shortly, you will be assigned an instructional program that is in line with your personal or professional goals. Subsequently, a qualified instructor will meet with you regularly to help you stay on track in completing your program plan. We ask that you read the course catalog for important information about our program courses.

Please call us if you have any questions. It is our privilege to serve and watch you grow into the person you were designed to be.

Sincerely,

Director, Technology Education Program

Table of Contents

1. Welcome
1. Table of Contents
2. About the Technology and Education Program
2. Fee Schedule
2. Course Session Info
3. Adult Basic Education Course Descriptions
 - Adult Literacy
3. Adult Secondary Education Descriptions
 - Pre-GED
 - GED
3. Computer Training and Certification Course Descriptions
 - Microsoft® Office Suite 2010
 - Microsoft® Products
 - Quickbooks 2011
 - CompTia Strata
 - Adobe® Applications
 - Silver Stars
 - Power Training
 - Online Testing and Certification
- Testing and Certification
10. Frequently Asked Questions

Education
has for its object the
formation of character.
- HERBERT SPENCER



About the TTA Technology and Education Program

The Technology & Education Program (TEP) is a part of the Turn Around Agenda (TTA), the social outreach of Oak Cliff Bible Fellowship (OCBF). It is located on the OCBF campus in the Outreach Center at the corner of S. Polk Street & W. Camp Wisdom Road. In response to census data indicating that poverty and low education attainment are factors that limit access of information communication technologies. The Technology & Education Program gives hundreds of disadvantaged individuals access to technology in education, computer training and certification.

TEP is an authorized Certiport, CompTia Academy and Pearson Vue testing Center. We offer training in a multitude of software applications that teach and enhance professional, personal, and education skills. TEP offers the following programs:

- **Adult Literacy** teaching basic reading and writing skills to adults with little or no reading ability.
- **GED preparation** providing adults with the necessary knowledge test-taking skills to pass the GED state examination. (We are a GED Texas State Exam site.)
- **Computer Training & Certification** offering adults in-depth, high-quality computer training and certification in a plethora of software applications.

Course Sessions

We offer a fall and spring session during the year. Classes are filled on a first come, first served basis. A completion certificate is awarded to all students who complete a course and the end-of-course survey with no more than three (3) absences.

Fee Schedule

Registration fees are due at the time of registration. You can register online using a debit or major credit card. Payment can also be made at the TEP office in the form of cash, cashier's check or money order made payable to The Turn•Around Agenda **Course Fees are non-refundable.**

Students are required to purchase instructional supplies, books tools. **Please note these items will not be supplied by TEP.**

Scholarships

To apply for a scholarship, students must complete the scholarship request form, demonstrate merit and a need deserving of scholarship support. If approved to receive a scholarship, students are required to attend 100% of scheduled classes. Failure to meet these requirements could jeopardize the student's ability to retain the award. Scholarships are only available for one class per semester/session and are awarded on a case by case basis and apply to on-site classes only.

Education

is the most powerful weapon which you can use to

change the world.

- NELSON MANDELA



Technology and Education Program Core Courses

- Adult Basic Education (ABE)
 - Literacy
 - ESL (English as a second language)
- Adult Secondary Education
 - General Education Diploma (GED) Preparation
 - GED Testing
- Computer Training and Certification (Basic/Intermediate/Advanced)

ADULT BASIC AND SECONDARY EDUCATION

Through the Adult Literacy program, The Turn•Around Agenda is a member organization of ProLiteracy, Literacy Texas (state coalition for literacy), and Literacy Coalition of Greater Dallas. Our affiliations with these organizations allow us to stay abreast of the latest methodologies and trends in education. The Adult Basic Secondary Education (ABE / ASE) programs serve students ages 17 and over who are not formally enrolled in school and who have academic skills below the high school completion level. Each student will receive an individualized education plan designed to meet his/her specific needs.

Coursework varies depending on each student's goals. Independent, one-on-one small group study methods are used. Coursework includes some or all of the following:

- Reading
- Mathematics
- Writing, Speaking and Listening
- GED Test Preparation
- ESL



ABE COURSE DESCRIPTIONS

Adult Literacy

The Adult Literacy program teaches students basic skills in reading, writing and mathematics. Students will develop an understanding of how to read and comprehend basic passages; essay writing; and the basics of mathematics.

Course fee: This course is offered free of charge. A textbook may be required for a fee.

English as a Second Language (ESL)

This course is designed for individuals whose primary language is not English. Students are taught basic conversation, vocabulary and language skills necessary for everyday communication. A key component of the class is group participation to help students with the pronunciation of basic vocabulary.

Course fee: This course is offered free of charge. A textbook may be required for an additional fee.

GED PROGRAM

The GED Program prepares students to take the GED examination. The GED Program offers integrated instruction in the four areas covered on the GED test: Reasoning through language arts, Science, Social Studies and Mathematical Reasoning. Students who register for GED preparation classes must attend an orientation session, which gives an overview of the GED program. Students will also be required to take a pre-assessment test prior to class start.

Course fee: \$90

Textbook: A textbook is required for this course which can be purchased online at www.ged.com (you will need to create a login to purchase materials)

Reasoning Through Language Arts (RLA):

Interpreting nonfiction informational text, analyzing nonfiction informational text, interpreting fiction, writing effective sentences, connecting ideas, writing about text, polishing your writing, grammar and writing mechanics.

Science:

Science practices; life science; earth and space Science; and physical Science.

ASE GED PROGRAM COURSE DESCRIPTIONS *(continued)*

Mathematical Reasoning:

Number sense problem solving; decimals and fractions; ratio, proportion and percentages; data, statistics and probability; algebra basics, expressions and polynomials; equations, inequalities and functions; and geometry.

Social Studies:

Social studies practices; U.S. History; civics government; economics; and geography the world.

COMPUTER TRAINING and CERTIFICATION

Instructor Led Training (ILT)

The Technology Education Program is an authorized Certiport, CompTia Academy and Pearson Vue Testing center offering current, relevant digital skills or credentials for the competitive global workforce.

The certification programs are:

- Comprehensive and taught by experienced certified instructors;
- Designed to validate desktop computer skills using the aforementioned software applications;
- For anyone seeking to gain a working knowledge of computers and the Internet;
- Keeping in pace with the standards of digital literacy; and
- Designed to measure proficiency and identify opportunities for skills enhancement.

Computer Training Prerequisites and Requirements

Basic Computer Training: Student must be able to type at least 10 WPM. If a person has no typing or keyboarding experience or hasn't typed in a while, it is suggested that the student take self-study training.

Advanced Computer Training: Student must be able to type at least 25 wpm and have taken Basic Computer training.

All computer classes require a 4 GB USB Flash Drive.

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS

Microsoft Basic Computer Literacy

Computer Basics: Learn the fundamentals of computing, the components of a computer, operating system basics and how to use a mouse and keyboard.

The Internet, Cloud Services and World Wide Web: Learn how to connect to people, information and resources around the world, using web sites, search engines and e-mail programs.

Productivity Programs: Games, demos and interactive guides help you quickly learn the basics of word processing, spreadsheets, presentations and databases.

Computer Security and Privacy: Identify and protect your computer and data from threats and learn the ethical and legal issues related to Internet usage.

Digital Lifestyles: Learn how new digital technologies like smart phones and digital cameras are creating new career opportunities and shaping the world we live in.

Education
is not the filling of a pail, but the
lighting of a fire.

- WILLIAM BUTLER YEATS



COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS



Microsoft® Office Suite Basic

This course involves a careful examination of Microsoft® Word, Excel, PowerPoint and the integrations of the software components. It is an exploratory course designed primarily for students with little or no knowledge of the Microsoft Office Suite (MOS). Hands-on exercises will give the student a solid understanding of the basic tools and concepts needed to function in the MOS environment.

Course fee: \$65

Microsoft® Office Suite Intermediate

This course involves a more complex examination of Microsoft® Word, Excel, PowerPoint and the integrations of the software components. It is a course designed primarily for students with a functional knowledge of MOS. Hands-on exercises will give the student an intricate understanding of the tools and concepts needed to function in the MOS environment.

Course fee: \$65

Microsoft® Office Suite Advanced

This course involves an advanced examination of Microsoft® Word, Excel, PowerPoint and the integrations of the software components. It is a course designed primarily for students with a working knowledge of MOS. Hands-on exercises will give the student a highly sophisticated understanding of the tools and concepts needed to function in the MOS environment.

Course fee: \$65

Microsoft® Office Access Basic

This Course involves a careful examination of Microsoft® Access. It is an exploratory course designed primarily for students with little or no knowledge of MOS Access and its components. Hands-on exercises will give the student a solid understanding of the basic tools and concepts needed to function in the Microsoft® Office Access environment.

Course fee: \$65

Microsoft® Office Access Intermediate

This Course involves a more complex examination of Microsoft® Access. It is a course designed primarily for students with a functional knowledge of MOS Access. The student will use the major tools used in Microsoft® Access and its components. Hands-on exercises will give the student an intricate understanding of the tools and components needed to function in the Microsoft® Office Access environment.

Course fee: \$65

Microsoft® Office Access Advanced

This Course involves an advanced examination of Microsoft® Access. It is a course designed primarily for students with working knowledge of Microsoft® Office Access. The student will use the major tools used in Microsoft® Access and its components. Hands-on exercises will give the student a highly sophisticated understanding of the tools and concepts needed to function in the Microsoft® Office Access environment.

Course fee: \$65

Education's purpose

is to replace an empty mind
with an open one.

- MALCOLM FORBES



COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS (continued)



Microsoft SharePoint® Foundations

This course is a comprehensive examination of Microsoft® Sharepoint® Foundation and the integrations of the software components. This course is designed for individuals who will need to access information on a Microsoft SharePoint® team site or for individuals who may need to create and manage a team website. You will use, create and edit content in a team website.

(Prerequisite: Knowledge of Microsoft® Office)

Course fee: \$65



Microsoft Project

This course is a comprehensive examination of Microsoft® Project and the integrations of the software components. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans and who needs a tool to manage those project plans. (Prerequisite: Knowledge of project management)

Course fee: \$65



Quick Books

This course is designed as an introduction to Intuit Quick Books. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. It will enable you to set-up an accounting system, pay bills, produce invoices, keep track of payments received as well as supporting financial information for creating budgets, time tracking, revenue and expense tracking.

(Prerequisite: Knowledge of bookkeeping)

Course fee: \$65



Comp Tia® Strata (Parts 1 & 2)

This course is designed to help you acquire knowledge of IT basics. Strata IT Fundamentals is ideal for students focused on technology related courses and individuals new to the IT workforce or changing careers to an IT focus. This course also helps individuals prepare for higher level certifications starting with Comp TIA A+. Students and professionals holding a Strata certificate demonstrate that they have the IT knowledge required to enter and excel in technology-related fields.

(Prerequisite: Basic Computer Literacy)

Course fee: \$65

Learning is a treasure
which accompanies its owner everywhere.

- Anonymous



COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS (continued)



Adobe® Flash

Flash is the industry standard for creating and delivering effective, rich and interactive content across desktops and devices. Flash enables users to integrate animation, video, text, audio and graphics into engaging user experiences that span a wide variety of digital devices, from desktops to mobile phones. The Adobe Certified Associate program offers the exam for Adobe Flash. Course fee: \$65

Adobe® Dreamweaver

With Dreamweaver, a student can go from start to finish creating and maintaining basic web sites to advanced applications that support best practices and the latest technologies. The Adobe® Certified Associate program offers the exam for Adobe® Dreamweaver Course fee: \$65

Adobe® Photoshop

Photoshop is the industry standard for the utmost creative control in image editing and compositing. Photoshop enables users to animate video frames, paint and clone over multiple video frames and import and export video files in a wide range of formats, engaging user experiences that create more accurate composites. The Adobe Certified Associate program offers the exam for Adobe Photoshop. Course fee: \$65

Adobe Illustrator

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. This course is designed to give students the skills needed to draw, create logos and graphics, create special effects and manipulate type. Course fee: \$65

Adobe Fireworks

In this course students will learn how to use Fireworks to design effective, high-quality images for the Web. Students will learn how to customize the Fireworks environment; create and modify vector shapes; duplicate and merge shapes; create and apply custom colors, gradients and patterns; import and modify bitmaps and format text; and optimize and export graphics for the web. Course fee: \$65

Adobe Acrobat Pro

In this course, students will learn how to use Acrobat Professional to create, modify and review PDF documents. Students learn how to create headers, footers, bookmarks and links, ensure that PDF documents are accessible, apply password security, digitally sign, validate and encrypt PDF files, initiate a review and create a comment summary file. Course fee: \$65

Adobe InDesign

This course is designed to teach students to create documents, place text and graphics and create custom color swatches. Students will also learn to work with master pages and multi-page documents, format text and apply styles, work with threaded text frames and layers and position and group objects. Course fee: \$65

Silver Stars (55 and older)

These fun and exciting classes will teach you how to get the most out of your computer. Students will learn such skills as:

- Turning the computer on and off
- Opening and closing programs
- Moving the mouse
- Using a printer
- Surfing the Internet for fun and research
- Sending receiving e-mail
- Opening and closing applications such as Word and Power Point

Course fee: This course is offered free of charge to those participating in OCBF Silver Stars

*The education
of a man*

is never completed until he dies.

- ROBERT E. LEE



Power Training Sessions

These instructor led, hands-on sessions are designed to provide advanced techniques that emphasize the specific components required for certification. Power Trainings are scheduled based on the needs of the client. Fees are based on the application services requested.

Microsoft® Office Suite, SharePoint, Project Power Training (4 days)

This course involves a careful examination of Microsoft® Office Suite, SharePoint, Project and the integrations of the software components. It is a course designed primarily for students with a highly sophisticated knowledge of Microsoft® Office, SharePoint and Project. The student will learn the major tools used in Microsoft® Office, SharePoint and Project and components required for Microsoft® certifications. Hands-on exercises will give the student a more refined understanding of the tools and concepts needed to function in the Microsoft® environments.

QuickBooks Power Training (3 days)

see description on Page 8

Comp Tia® Fundamentals Power Training (5 days)

see description on Page 8

Internet Computing Core Certification-IC3 Digital Literacy (5 days)

This certification course introduces basic concepts designed to validate an individual's basic computer skills and internet knowledge for promoting success in school, work and life. The IC³ program enjoys worldwide recognition as the global standard for digital literacy and desktop computing proficiency.

Adobe® Application Power Training (3 days)

This course involves a careful examination of Adobe applications, Flash, Dreamweaver and Photoshop and the integrations of the software components. It is a course designed primarily for students with a highly sophisticated knowledge of Adobe®. The student will learn the major tools used in Adobe® and its components required for Adobe® certification. Hands-on exercises will give the student a more refined understanding of the tools and concepts needed to function in the Adobe® environment. (Adobe® certification is available)

LearnKey®

Self Paced Learning

Online/Self-Study Courses

We now offer Online courses to meet your learning needs away from the Program while providing a self-paced learning option during hours that better suit your schedule.

We have teamed up with LearnKey® to bring you training courses that give you the edge you need on your resume, in the workplace or in the classroom from such vendors as Microsoft, Adobe, CompTia, Certiport, CWNP, CIW, VMWare and many others. Train to certify or to broaden your skills. Each online course is \$65 and includes a wide selection of classes in the following areas

- Computer Fundamentals
- Database Technologies
- Information Security
- K12 Curriculum
- Leadership & Management
- Networking
- Office Productivity
- Personal Productivity
- Programming & Development
- Safety & Compliance
- Web & Graphic Design

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

TESTING AND CERTIFICATION

Take an Exam

The Technology Education Program is an Authorized Testing Center for Certiport, CompTia Academy, and Pearson Vue.



Certiport, a Pearson VUE business, is the world leader in performance-based certification exams and practice test solutions for academic institutions and workforce corporate technology markets, delivered through an expansive network of over 12,000 Certiport Authorized Testing Centers worldwide.



Pearson Vue implements innovative, high-stakes computer-based testing solutions that enhance the performance, reliability and security of the world's leading licensure, certification and assessment programs. Pearson Vue is a trusted test development and delivery provider to more than 400 organizations worldwide. On their behalf, we securely deliver an average of 10 million exams per year to people who are seeking to improve their lives.

Location:

The Technology & Education Program classrooms and testing program are housed at the OCBF Outreach Center, home of the TurnAround Agenda, located at 7125 S. St. Ste. #1. Dallas, TX 75232.

Class Hours: Vary per semester. Please visit TurnAroundAgenda.org for current semester schedule.

Testing Hours: Monday – Friday 9:30 am to 4 pm (tests will not be administered after 3 pm)

Test Registration:

Exams are scheduled by **appointment only** Monday - Friday, 10:00 am until 3:00 pm.
Please visit TurnAroundAgenda.org/tep to schedule a test.

Proctor Fee:

There is a \$25.00 proctor fee for administering each exam.



The beautiful thing

about learning is that no one can take it away from you.

- B.B. KING

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

Frequently Asked Questions

1. Do I have to be a member of Oak Cliff Bible Fellowship to take a course?

No, we serve the community as a whole.

2. Are there any fees associated with the courses?

Yes, some of the courses have nominal fees while others are free.

3. How do I register for your courses?

Visit turnaroundagenda.org/tep for online registration.

4. What are the course requirements?

Course requirements are available under the respective course description.

5. Do you offer courses during the day or distance learning?

We currently offer professional Power Training courses during the week. Through our partnership with LearnKey, we are proud to offer a vast selection of online, self-paced courses.

6. Do you use certified instructors?

Yes, all of our instructors are certified and experienced in their field.

7. Are any courses taught in Spanish?

No, all classes are taught in English.

8. How many courses can an individual take at one time?

Clients may take as many courses as they feel capable of managing. The courses must not overlap and you must meet the prerequisites related to each course.

9. Are the courses limited to adults only?

Yes, ages 18 above. However, we do offer programs to homeschool groups with adult participation.

10. What type of courses do you offer?

Visit us online at turnaround.org/tep for a complete listing of our course offerings.



Develop a
passion for learning.
If you do, you will
never cease to grow.

- ANTHONY J. D'ANGELO



*The Turn Around Agenda is a social outreach
of Oak Cliff Bible Fellowship*

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