



---

New Horizons of Wisconsin

## 21<sup>st</sup> Century Career BOOT CAMP – Level 1

If there is one thing we all can agree on, it's that EVERY JOB today relies on computers to some degree. If you order a hamburger at a fast food place, they are using computers to tell them when to flip them! Everyone needs to have a good, solid understanding of the programs that businesses use to function today, and that is exactly what this Boot Camp gives you.

In 1 week, you will have 2 days of live instruction on topics such as Microsoft Windows, Office, Excel, Word, Outlook, or other apps that fit your desired outcome. In addition, you will learn about many other important modern technologies such as the Internet, social media, Google, Facebook, LinkedIn, and many others. This combination will give you the tools you need to go into your next career with the foundational understanding of today's technology!

This program was designed with the student in mind. Each learner will spend time with our Career Manager, who will evaluate your skills, understand your career goals and determine a program that aligns with both.

The biggest benefit of this program is that one learner may be focusing on Microsoft Windows and the person sitting next to them might be learning Internet Explorer and Twitter. It can be adapted to your previous experience AND your future career goals!

This program has everything you need to enhance your career readiness and is focused on one key objective: to get you ready to claim a great job in record time! You will blend technology basics and business professionalism to get you to the next step. This 1 week custom program will make sure that you are career ready and polished for your interviews and everyday employment!



**What will you do?** It is important to start with the essentials of understanding today's work environment. We will evaluate your skills to understand your baseline. After your skills evaluation, you will collaborate with your Case Manager and New Horizons of Wisconsin training coordinator to craft the perfect series of courses for you and your career goals. This is a simple and quick process that will get you learning in no time!

**What will I learn?** You will learn a combination of Microsoft Office, mobile technologies, social media, Facebook, business technologies, Windows and much more. You will both refresh your basic skills and develop new ones that will get you on the path to your next job.

**Your New Skills Will Include:**

A basic understanding of Microsoft Office, which is used internally with virtually any organization. In addition to a variety of Business Professional skills, which will help you not only with your job hunting, interviewing and application skills, but also with retaining the next position you land.

**What you learn in less than a week will help you excel in industries such as:**

- Health Care
- Business Services
- Manufacturing
- Education
- Distribution
- Information Technology
- Communication
- Distribution
- Energy
- Retail, Sales & Marketing
- Construction
- Accounting & Finance

**Program Includes:**

- 40 hours of both live and self-paced learning methods
- On-site training coordinator to support you full time
- Books, Labs and Materials

**Successful Completion of this Program Includes:**

- Certification of Completion from New Horizons of Wisconsin
- Learning the skills needed to become a professional in the industry of your choice
- Learning a multitude of interpersonal, professional, and office skills to help you become successful in your new career!

**Program Format:** Online, in person and self-study

Time: 1-2 Weeks (based on your schedule)

Cost: \$900

Classes and materials provided by New Horizons of Wisconsin, the state's largest technology and business skills training organization. All classes are certified and/or authorized by the developer.



## Core Training Modules:

### Microsoft Word Training (Word Processing Software)

Once you complete this course, you'll be able to understand:



- The newest features of Word
- Document creation, editing, and saving
- Formatting text and paragraphs
- Working with tables, columns, and other formatting features
- Graphics, WordArt, charts, and text flow
- Document templates
- Advanced features including mail merge, macros, document versioning, and proofing tools

### Microsoft Excel Training (Spreadsheet and Calculations)

Once you complete this course, you'll be able to understand:



- How to write a range of fundamental Excel commands
- Perform worksheet calculations
- Building custom formulas
- Amending elements in a worksheet
- Apply formatting changes to cells
- Manage workbook properties

### Microsoft Outlook Training (Email and Scheduling)

Once you complete this course, you'll be able to understand:



- How to use features of Outlook
- Compose and organize your email
- Working with contacts
- Use calendar features
- Do Outlook tasks

### Microsoft Windows Training (Computer Operating System)

Once you complete this course, you'll be able to understand:



- How to access Windows 10
- Using Windows Apps and Desktop Applications
- Working with Files and Folders
- Accessing the internet
- Customizing the Windows 10 environment
- Installing and removing devices

## 21<sup>st</sup> Century Boot Camp Professional Career Skills Program

Asset Type	Title	Program Length
Courses	<b>Android 8.0: Installing &amp; Managing Apps</b>	26 Minutes
Courses	<b>Android 8.0: Listening To Music</b>	18 Minutes
Courses	<b>Android 8.0: Using Android 8 for Phones</b>	54 Minutes
Courses	<b>Android 8.0: Using Chrome on an Android Device</b>	32 Minutes
Courses	<b>Android 8.0: Using Email</b>	52 Minutes
Courses	<b>Android 8.0: Using Google Maps on an Android Device</b>	44 Minutes
Courses	<b>Facebook for Web: Creating &amp; Managing Pages</b>	33 Minutes
Courses	<b>Facebook for Web: Finding &amp; Interacting with Friends</b>	34 Minutes
Courses	<b>Facebook for Web: Group Tools</b>	44 Minutes
Courses	<b>Facebook for Web: Posting Updates</b>	49 Minutes
Courses	<b>Facebook for Web: Privacy &amp; Security Settings</b>	36 Minutes
Courses	<b>Facebook for Web: Sign-in &amp; Setup</b>	35 Minutes
Courses	<b>Facebook for Web:Using the News Feed</b>	80 Minutes
Courses	<b>Facebook Messenger: Communication &amp; Connections</b>	45 Minutes
Courses	<b>Facebook Messenger: Sign-in &amp; Setup</b>	42 Minutes
Courses	<b>Facebook Messenger: Using Messenger on the Web</b>	70 Minutes
Courses	<b>Instagram for iOS: Editing &amp; Tagging Photos</b>	26 Minutes
Courses	<b>Instagram for iOS: Sharing Photos &amp; Posts</b>	74 Minutes
Courses	<b>Instagram for iOS: Sharing Photos &amp; Posts</b>	37 Minutes
Courses	<b>Instagram for iOS: Sign-in &amp; Setup</b>	44 Minutes
Courses	<b>Internet Explorer 11: Browsing the Web</b>	45 Minutes
Courses	<b>Internet Explorer 11: Customizing the Browser</b>	28 Minutes
Courses	<b>Internet Explorer 11: Saving &amp; Bookmarking Websites</b>	37 Minutes
Courses	<b>Internet Explorer 11: Searching the Web</b>	23 Minutes
Courses	<b>Internet Explorer 11: Secure &amp; Safe Browsing</b>	24 Minutes
Courses	<b>LinkedIn for Web: Configuring an Account</b>	21 Minutes
Courses	<b>LinkedIn for Web: Managing Contacts &amp; Connections</b>	25 Minutes
Courses	<b>LinkedIn for Web: Posting Updates &amp; Messages</b>	25 Minutes
Courses	<b>LinkedIn for Web: Setting Up A Profile</b>	45 Minutes
Courses	<b>LinkedIn for Web: Using Groups</b>	36 Minutes
Courses	<b>LinkedIn for Web: Using Networking Tools</b>	40 Minutes
Courses	<b>Pinterest for iOS: Using Pinterest for iOS</b>	21 Minutes
Courses	<b>Pinterest for Web: Adding &amp; Sharing Pins</b>	40 Minutes
Courses	<b>Pinterest for Web: Finding Pins &amp; Sharing Boards</b>	59 Minutes
Courses	<b>Twitter for Web: Configuring the Service</b>	19 Minutes
Courses	<b>Twitter for Web: Finding Content</b>	42 Minutes
Courses	<b>Twitter for Web: Following Users</b>	17 Minutes
Courses	<b>Twitter for Web: Sending Tweets</b>	49 Minutes
Courses	<b>Twitter for Web: Signing In &amp; Setting Up</b>	21 Minutes
Courses	<b>YouTube for Web: Searching &amp; Viewing Videos</b>	38 Minutes
Videos	<b>Android Orientation: Adding a Calendar Event</b>	3 Minutes
Videos	<b>Android Orientation: Adding a Contact</b>	3 Minutes
Videos	<b>Android Orientation: Adding a Repeating Event</b>	4 Minutes
Videos	<b>Android Orientation: Adding and Removing Widgets</b>	2 Minutes
Videos	<b>Android Orientation: Adding Applications to the Screen</b>	2 Minutes
Videos	<b>Android Orientation: Attaching an Image to an Email</b>	2 Minutes
Videos	<b>Android Orientation: Forwarding a Contact</b>	3 Minutes
Videos	<b>Android Orientation: Installing an Application from the Play Store</b>	4 Minutes
Videos	<b>Android Orientation: Managing Multiple Browser Windows</b>	3 Minutes
Videos	<b>Android Orientation: Managing Running Applications</b>	2 Minutes
Videos	<b>Android Orientation: Multitouch/Swipe Keyboards</b>	2 Minutes
Videos	<b>Android Orientation: Setting Up Email</b>	2 Minutes
Videos	<b>Android Orientation: Uninstalling an Application</b>	3 Minutes
Videos	<b>Android Orientation: Using Google Maps</b>	3 Minutes
Videos	<b>Social Media: Being Googleable</b>	3 Minutes
Videos	<b>Social Media: Controlling Facebook Notifications</b>	4 Minutes
Videos	<b>Social Media: Creating Badges</b>	3 Minutes
Videos	<b>Social Media: Customizing Badges</b>	3 Minutes
Videos	<b>Social Media: Enhancing Your Network with LinkedIn</b>	5 Minutes
Videos	<b>Social Media: Getting LinkedIn</b>	5 Minutes
Videos	<b>Social Media: Getting Your Face on Facebook</b>	5 Minutes
Videos	<b>Social Media: Linking Twitter and Facebook</b>	3 Minutes
Videos	<b>Social Media: Managing Recommendations</b>	4 Minutes
Videos	<b>Social Media: Retweeting</b>	2 Minutes
Videos	<b>Social Media: Sharing Photos on Facebook</b>	5 Minutes
Videos	<b>Social Media: Twitter Basics</b>	3 Minutes
Videos	<b>Social Media: Using Facebook Events</b>	4 Minutes
Videos	<b>Social Media: Using Profiles</b>	3 Minutes