



Cultural
Diversity
Foundation

**CULTURAL DIVERSITY FOUNDATION
E-LEARNING PROGRAM
Online Workshops**

**JULY, AUGUST, & SEPTEMBER 2010
ONLINE COURSE LISTINGS**

NOTE: Classes will open at 8:00 am until 5:00 pm. If additional time is needed to complete the class, email the instructor in Moodle.

ENROLLMENT FEE: \$25 for income eligible participants (0-\$31,000). Must show documentation prior to registration (pay stub, W2, debit unemployment card, etc.) A \$50 enrollment fee for participants who do not meet eligibility requirements.

<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, July 31, 2010 Time: 11:00 am – 2:00 pm</p> <p>\$10 for income eligible participants (0-\$31,000). Must show documentation prior to registration (pay stub, W2, debit unemployment card, etc.) A \$25 enrollment fee for participants who do not meet eligibility requirements.</p>	<p>Introduction to Microsoft Office Excel Learn how to create a spreadsheet for a personal budget, enter & calculate data ; format spreadsheet Date: Saturday, August 14, 2010 Time: 11:00 am – 2:00 pm</p> <p>Introduction to Microsoft Office PowerPoint Learn how to create a slide presentation; insert graphics, and slide transitions Date: Saturday, August 14, 2010 Time: 11:00 am – 2:00 pm</p>
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<p>Intermediate Microsoft Office PowerPoint Learn how to create a slide presentation; using animation, audio and video Date: Saturday, September 11, 2010 Time: 11:00 am – 2:00 pm</p> <p>Intermediate Microsoft Office Excel Learn how to create a spreadsheet using charts, formulas, and Pivot Table Date: Saturday, September 11, 2010 Time: 11:00 am – 2:00 pm</p>	<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 Date: Saturday, September 25, 2010 Time: 11:00 am – 2:00 pm</p> <p>\$10 for income eligible participants (0-\$31,000). Must show documentation prior to registration (pay stub, W2, debit unemployment card, etc.) A \$25 enrollment fee for participants who do not meet eligibility requirements.</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; Date: Saturday, September 25, 2010 Time: 11:00 am – 2:00 pm</p>	<p>Social Media: 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"> • Family Reunions • Church & Community Events • Business Communication <p>Date: Saturday, September 25, 2010 Time: 11:00 am – 2:00 pm</p>