Hyslop & Associates

Solving the PC Puzzle

Computer Training School

School Catalog & Student Handbook
2022-2023

PO Box 73, Tilton, NH 03276
(603) 286-3300

http://www.hyslops.com
admin@hyslops.com

Dear Student,

Welcome to Hyslop & Associates - Computer Training School. Our goal is to provide quality training to small groups, in a friendly environment where each participant receives individual attention. Established in 1998, we have assisted thousands of students in improving and mastering their computer skills.

We offer classes in current versions of the most common software used in today's businesses. Courses are taught at all levels and at a pace comfortable to the participants. We offer classes to individuals and local businesses.   If you have a group of employees that need training, we can schedule on-site classes at your location.

In January 2021 we added an option to purchase our classes as a recorded video that enables the you to do the lessons at your pace and on your schedule - pause, rewind and repeat. Classes are now available at your business location, join remotely from your home/office or order our recorded video lessons. Same exact content for all delivery methods. Choose what fits your learning style.

Hyslop & Associates is a woman-owned small business and is licensed by the New Hampshire Office of Career Licensing. We are an authorized vendor for numerous federally funded programs, including the Workforce Innovation and Opportunity Act (WIOA).

We maintain a relaxed learning environment and put our students at ease from the moment we meet. All training is ***instructor led, hands-on*** and includes a *Student Quick Reference Guide*.

Thank you for choosing Hyslop & Associates - Computer Training School as your training provider. We know you will not be disappointed.

Sincerely,

Connie Hyslop
President/Owner

This information in this catalog is certified to be true & correct in content & policy.
Revised: 7/29/2022

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ABOUT HYSLOP & ASSOCIATES

Our Mission - Who are we?

Hyslop & Associates is a small business that specializes in computer training and software support. Our mission is to provide quality training to small groups, in a friendly environment where each participant receives individual attention. We have worked hard for over 20 years to become the "Go To" place for computer training. We offer remote classes, consulting and on-site training in businesses throughout New Hampshire. In January 2021 we added an option to purchase our classes as a recorded video which enables the student to do their lessons on their schedule, pause, rewind and repeat. Our training videos are unique because we offer a live 30-minute Zoom meeting for questions after each class and our instructor is available for troubleshooting when working on a class video.

What do we offer?

✓ Six and three hour computer workshops

- ⬧ Recorded video lessons
- ⬧ Live remote classes
- ⬧ On-site training in businesses

✓ On-site corporate classroom training

✓ Informational seminars

✓ Consulting / troubleshooting services

- ⬧ At your office location
- ⬧ Remote – you authorize us to sign into your computer

Why choose us?

✓ All training is instructor led, step-by-step.

✓ We have a unique teaching style. The student hears the instructions, follows step-by-step and performs the functions with the instructor --- this is the ideal learning method -- you hear it, see it and do it!

✓ Our recorded videos allow you to learn at your pace, on your schedule - rewind and repeat as needed.

✓ All students receive a *Student Quick Reference Guide* with each class. This includes approximately 20-30 pages of notes that will help you remember the steps we do together in class.

✓ We maintain a relaxed learning environment.

Legal Ownership and License

Hyslop & Associates – Computer Training School is a woman owned business, licensed by the New Hampshire Office of Career Licensing. Established in August of 1998 and currently owned and operated by Connie Hyslop.

DEFINITIONS

Course: A three or six hour workshop. We offer approximately 30 courses.

Program: A series of courses (3 or 6 hour workshops) that earn a Certificate. We currently offer 7 Certificate Programs.

Modules: Different levels of an application that vary from beginner to advanced.

LRC: Available as a "**L**ive **R**emote **C**lass".

RVL: Available as a "**R**ecorded **V**ideo **L**esson".

WORKSHOP STRUCTURE

Because most applications cannot be mastered in 6 hours, our workshops (courses) are broken down into one-day modules. The number of modules for a program will vary depending on the complexity of the application. This allows the student the flexibility to decide if they would like to take one module or an entire series in order to earn a certificate. The staff at Hyslop & Associates is available to assist the student in deciding which workshops would be best suited to meet the participant's needs.

CLASS DELIVERY METHODS

Recorded Video Lessons (RVL) – In January 2021, we released our classes as a pre-recorded video. Our recorded classes enable you to gain the same knowledge as you would in person. You can do your lesson any time of day (or night). When you purchase our class videos you will receive an Email with a link to the shared file. The share will be available for 7 days. The videos allow you to stop, rewind or replay as needed. (Please allow 24 hours to receive an Email link to the video.)

Live Remote Classes (LRC) - Join remotely from your home or office.

Live in person classes – Our live classes are offered on-site in businesses.

All classes are hands-on, step-by-step. The class content is EXACTLY the same for all class delivery methods shown above.

REGISTRATION, PRICING AND PAYMENT POLICY

To ensure enrollment, payment must be made in advance by mailing a check or providing credit card information.

To register:

By Phone:	Call (603) 286-3300 with credit card information.
By Mail:	Mail the registration form included in the back of this booklet or on our website, along with your payment.
On-Line:	Email us and include the information shown on the registration form included in the back of this booklet or on our website. We also provide a PayPal button for each course listed on our website.

FINANCIAL AID

Hyslop & Associates is a private institution and does not accept financial aid programs. However, we are an approved vendor for numerous state or federally funded programs. If you are receiving unemployment benefits, Vocational Rehabilitation services, or have limited income, our staff will connect our students with the appropriate agency upon request.

COURSE DESCRIPTIONS

Windows & Special Interest Workshops

Navigating Microsoft Windows

Windows 11 is Microsoft's current operating system. It is App, Touch Screen and Cloud (OneDrive) oriented. Created for cloud computing and mobility, Microsoft Windows has many new features and functions that make this system easy to navigate once you learn how. This workshop is designed for people who have recently purchased a new computer or are new to Windows. This class will teach you how to navigate the windows environment, customize menus and the desktop, use Microsoft Edge, understand how to use Cortana and the search feature to locate files on your computer and information on the web.

Course Length: 3 hours
Cost: $100

Microsoft Windows I: Introduction to PCs

Are you self-taught and feel you need a better understanding of how the computer works? This workshop will help you fill in the missing pieces. The workshop begins with an introduction to terminology (using non-technical terms) and computer hardware including the microprocessor, importance of RAM (memory), organization of a hard drive, different types of drives, overview of local area networks, using a hotspot, and a general discussion on the Internet. The participant will learn in a hands-on environment to control icons on the

desktop, open/close Windows applications, control the window size and placement using minimize, maximize, and restore, open and switch between multiple applications, use the Windows Clipboard to cut, copy and paste and manage the Recycle bin.

Although this class was designed for new users, people who are self-taught find this class very informative. Particular emphasis is on comparing different types of drives, how to use them and when to use them. Discussion will include using a hard drive or solid-state drive, flash drives, memory card, network drives, DVD, and USB devices (known as thumb drive, jump drive or flash drive).

Course Length: 6 hours
Cost: $200

Microsoft Windows II: File Management

This workshop is designed for users who have been working with Microsoft Windows. We will focus on how to navigate and organize folders and in your hard drive. Topics include copy information and use paste link, manage files by moving, copying, renaming and deleting files, work with removable disks and flash drives, copy files between drives or folders, create new folders, display folder contents, expand and collapse folders. Participants will learn to customize the Windows environment by installing/uninstalling software, customizing the Start menu and Taskbar options, change the appearance of the desktop using wallpaper, desktop pictures, change screen colors, create shortcut folders and application icons on the desktop.

Course Length: 6 hours
Cost: $200

Google Drive: Documents

Google Drive is a free service that allows you to create, edit and share files in the cloud. In this course you will learn how to setup your Google Drive, upload / download documents between Microsoft Word and Google Docs. Attendees will learn how to create, edit, format and share Google Documents. Specific topics include using bullets & numbering, indenting paragraphs, line spacing & alignment, working with tabs, controlling page breaks and using headers & footers. The presenter will also show how to insert different objects like tables and pictures.

Course Length: 3 hours
Cost: $100

Google Drive: Spreadsheets

This course includes everything you need to build a basic workbook, create simple formulas and format a spreadsheet. In this course you will learn how to manage files in your Google Drive, upload / download spreadsheets between Microsoft Excel and Google Sheets. Participants will learn to enter & edit data, use undo, select and move around the spreadsheet efficiently, move/copy text and formulas, use the fill handle to copy or create a series, insert and delete cells, columns and rows, format columns, text and numbers, control cell

alignment, write basic formulas, and control basic page setup including margins, paper size, gridlines, headers and footers.

Course Length: 3 hours
Cost: $100

Adobe Acrobat Pro DC

In this workshop you will learn how to create PDFs, convert documents, images or photos into PDF files, turn PDFs into editable Microsoft Word, Excel, PowerPoint, or RTF files. You will work with PDF files and use Acrobat with Microsoft Office, combine files, work with tables & interactive forms, add signatures and incorporate text, notes, graphics, and links to the Internet. We will organize PDF files and learn to rotate, reorder, delete and combine multiple files into a single PDF file. Topics will also include manage your Adobe Document Cloud storage, sending documents for signatures, fill-in and e-sign forms, sharing PDFs and track delivery of documents electronically.

Course Length: 6 hours
Cost: $200

Working with Digital Images

Learn how to manage your camera, iPhone, iPad and Samsung smart phone photos. You have figured out how to take pictures – but now what? In this seminar, the presenter will show tips for taking great pictures, crop & touch up pictures, how to organize the photo gallery, select multiple photos, send them to family & friends, as well as how to transfer pictures to your computer. The instructor will show how Google Photos can be used to backup pictures from all your devices to one location.   You will also learn how to use Adobe Photoshop Elements to touch up photos and remove areas of a photo using the clone feature (yes, we can take people out). Join us for this fun and informative workshop.

Course Length: 6 hours
Cost: $200

Routine PC Maintenance

Does your computer seem to be getting slower every day? Are you haunted by pop-ups? This seminar will demonstrate how to perform general maintenance on your computer that may correct some of the current problems and prevent new problems. The presenter will discuss defragmenting a hard drive, scanning a drive for errors, running disk cleanup, removing cookies, spyware, and malware, how to prevent viruses, run software updates, and remove Windows / Internet temp files.

Course Length: 3 hours
Cost: $100

Microsoft Office Applications

Microsoft Office 365 – OneDrive Overview

Have you recently upgraded to the latest version of Microsoft Office? Do you want to learn how to use the **OneDrive** Cloud. During this workshop, the presenter will provide an overview of what's new and different in Microsoft Office 365. Specific topics will include the start screen and backstage, making changes to the ribbon, customizing the quick access toolbar, becoming familiar with new tools such as the mini toolbar, live preview, building blocks, themes & pinning files in the recent documents list. The presenter will discuss how and why to save files to compatibility mode or PDF. You will also learn how to use, share and manage files in your Microsoft OneDrive cloud account.

Course Length: 3 hours
Cost: $100

Microsoft Outlook I: Basic Desktop Management Tools

Microsoft Outlook is a complete desktop management application. This workshop will include an overview of the different desktop tools including using Email, tracking appointments / meetings in the Calendar, keeping a Task List for "to do" items, using the Contacts module to maintain addresses and phone numbers, and creating sticky Notes to record important information.

Course Length: 6 hours
Cost: $200

Microsoft Outlook II: Beyond the Basics

So you manage your Email every day. Microsoft Outlook has so much more. In this workshop explore and learn the full potential of Outlook, along with tips, tricks & shortcuts. Topics include customizing the appearance of the Email window using reading pane options, arrange in groups, sorting and change columns with field chooser, flag messages and add reminders, change the subject of an existing message, drag & drop messages to Microsoft Word documents, calendar, tasks or notes, work with conditional formatting, color code messages from specific people, recall a message, setup quick steps and use rules to automate Outlook, save time looking for information using search and filtering, use voting button, create distribution lists (groups), use the mini calendar to display custom dates, color code categories so they work across all folders/features, work with multiple calendars, group calendars, shares, permissions and delegates, use Outlook to manage projects, organize the to-do list, tasks and to-do bar and use the notes feature.

Course Length: 6 hours
Cost: $200

Microsoft OneNote

Microsoft Windows Sticky Notes, Outlook Notes & OneNote – oh my!

Learn when and how to use each of these "notes" features and how they work together. Create quick "Sticky Notes" on your desktop, setup miscellaneous Notes in Outlook and keep track of important information with OneNote. This course covers how to set up and organize your OneNote notebooks, sections and pages. Learn how to store different types of content including text, pictures, hyperlinks, screen clippings, and use tables to organize your information. Additional topics include how to format typed notes, record audio or video, include handwritten notes, add a reminder to your Outlook tasks, and import content from other applications, such as Word, Excel and Outlook. Downloading the OneNote app on your smart phone or tablet allows you to access your Notebook by syncing all of your devices using your Microsoft Account.

Course Length: 3 hours
Cost: $100

Microsoft PowerPoint I: Introduction to Presentations

PowerPoint is used to create on-screen presentations, printed handouts for a meeting and automated slideshows. The graphics capability in PowerPoint will enable you to create dazzling presentations in little time. Topics will include creating a presentation; saving, closing, and opening files; selecting, editing, and undoing; working with bullets; moving and copying using the clipboard; using drag and drop; PowerPoint view modes; print handouts and notes pages; format characters, paragraphs and bullets; format painter; insert pictures; grouping and ungrouping objects; using design templates; and controlling slide show effects.

Course Length: 6 hours
Cost: $200

Microsoft PowerPoint II: Working with Objects

This course is designed for people who have been using PowerPoint and would like to learn more about customizing presentations and including different types of objects in a presentation. Topics include drawing objects, changing object attributes, delete or copy an object, managing multiple objects, rotate or flip an object, grouping and ungrouping, change stacking order, modifying the slide master, change the background and color scheme, insert tables, work with shapes, create templates, use the grid, guides, and ruler, create a graph, and setting presentation defaults.

Course Length: 6 hours
Cost: $200

Microsoft Publisher: Introduction to Desktop Publishing

This course demonstrates how Publisher templates can be used to create impressive looking publications including brochures, newsletters, greeting cards, ads, signs, invitations, gift certificates and more. The user will learn how to control different types of objects including text boxes, WordArt, Clipart, basic and custom shapes. Grouping, layering, and rotating objects will also be discussed.

Course Length: 6 hours
Cost: $200

Microsoft Expression Web: Creating a Basic Website

Microsoft Expression Web is a website management tool. It can be used to create Intranets, websites, document research systems, and more. This class will provide students with the basic skills to create a website including creating pages, adding and formatting text, inserting photos, creating bookmarks & different types of links, controlling styles and page layout, working with forms & tables, and using special features such as interactive buttons or a Photo Gallery.

Course Length: 6 hours
Cost: $200

Database Workshops

Microsoft Access I: Introduction to the Basics

Access is the database application included with Microsoft Office Professional. This course will demonstrate how to create and maintain a simple database. Hands-on instructions will include an overview of opening and moving around database objects; previewing and printing tables and reports; working with table layouts; adding and changing information in a table; adding information with a form; defining a new table; using the clipboard to copy data; finding and replacing information in a table. An introduction to filtering and sorting information will be discussed.

Course Length: 6 hours
Cost: $200

Microsoft Access II: Basic Queries, Forms and Reports

This course is designed for people who have been working with Access and need more detailed information on working with forms, reports and queries. Topics will include filtering and sorting records in a table or form; using Filter For, Filter Form and Filter by Selection; designing select queries; and understanding query criteria. Student will learn to use wizards to quickly generate queries, forms and reports.

Course Length: 6 hours
Cost: $200

Microsoft Access III: Designing Forms

This course introduces the features used to create and customize Access forms. Specific topics include establishing table relationships; adding and editing controls; enhancing a form using combo boxes, list boxes, group options and other special controls; and setting properties in a form.

Course Length: 6 hours
Cost: $200

Microsoft Access IV: Reports & Select Queries

Access Module IV discusses tools needed to create and customize database reports using formatting, grouping & summarizing. Other topics include importing objects, linking external tables, changing table field properties, and enhancing select queries.

Course Length: 6 hours
Cost: $200

Spreadsheet Programs

Microsoft Excel I: Introduction to Spreadsheets

This course introduces the basics of Excel, offers tips and tricks, and includes in-depth instructions on creating, editing, and formatting a spreadsheet. Participants will learn to control screen options, create, save, open, close, print and preview workbooks, edit data, move/copy text and formulas, use the fill handle to copy or create a series, insert/delete cells, columns and rows, format columns, text and numbers, control cell alignment, write basic formulas, and control page setup including margins, paper size, gridlines, headers and footers.

Course Length: 6 hours
Cost: $200

Microsoft Excel II: Multiple Sheets, Formulas & Formatting

This course is designed for the person who wants to use advanced formatting to enhance the appearance of spreadsheets, work with multiple sheets in a file and gain more practice in formula writing. Specific topics include advanced numeric formatting, horizontal and vertical alignment, borders, shading and colors. The student will learn to work with multiple sheets by renaming, moving, copying, deleting, grouping and linking formulas between sheets. In addition, linking formulas between multiple files, viewing multiple sheets/files and freezing titles will be discussed. Formula features include working with relative vs. absolute addressing, using Paste Function and AutoSum to write formulas.

Course Length: 6 hours
Cost: $200

Microsoft Excel III: Creating and Customizing Charts

During this workshop participants will learn to create different types of charts including column, stacked, line, pie and combo charts. The student will learn to work with embedded charts and chart sheets, understand chart components, use chart formats, move or resize an embedded chart, add / edit information in a chart, change the chart type and format, customize the chart axes, legend, titles, data markers, gridlines, plot area and add notes to a chart. An overview of drawing objects will be discussed including adding images, arrows, text boxes and callouts.

Course Length: 6 hours
Cost: $200

Microsoft Excel IV: Formulas, Templates, Tips & Timesavers

This course includes extensive hands-on practice in writing and copying formulas, working with absolute and mixed addressing, understanding formula arguments, and use Trace Precedents / Trace Dependents to find errors. Participants will learn to customize the Excel environment by creating custom lists that can be recalled using the fill handle, define and apply formats using cell styles, conditional formatting and AutoFormats, create and modify worksheet templates, protect a workbook from changes and use the track changes feature.

Course Length: 6 hours
Cost: $200

Microsoft Excel V: Databases & Logical Functions

This course is designed for people who have mastered the basics and want to begin using the power of Excel. Students will learn in a hands-on environment how to use Excel database features including sorting information, use a list as a database, create database function formulas, create and use range names in formulas, use criteria to find records, filter data to show specific records, calculate automatic database subtotals and totals. In addition, conditional IF statements, vertical and horizontal lookups and pivot tables will be covered.

Course Length: 6 hours
Cost: $200

Microsoft Excel: Using Macros

This course is designed for people who want to learn how macros can automate the things you do in a spreadsheet on a regular basis. The presenter will show how to create macros, edit and manage macros, add a macro to the Quick Access toolbar, ribbon or assign it to a shortcut key. Students will learn to build a control panel to execute macros, launch a website and create links to files on a server.

Course Length: 3 hours
Cost: $100

Word Processing Workshops

Microsoft Word I: Introduction to Word Processing

This course introduces the basics of Microsoft Word, offers tips and tricks, and includes in-depth instructions on formatting a document and using correction tools. Participants will learn to create, save, open, close, print and preview documents; control screen options including toolbars, ruler, and scroll bars; select text and move efficiently in a document; use undo/redo; move or copy text using cut/paste and drag/drop; specify character size, style, color, and special effects; use spell check and AutoCorrect; specify page setup for margins, paper size, vertical page alignment, control page breaks; and create individual envelopes and labels.

Course Length: 6 hours
Cost: $200

Microsoft Word II: Formatting Documents

This workshop teaches the user how to enhance the appearance of documents using paragraph and section formatting. Specific topics include using Format Painter and the highlight feature; indent paragraphs, change line spacing and alignment options; set custom tabs, change tab alignment and use dot leaders; add borders and shading; control bullets and automatic numbering for paragraphs; insert special symbols; and control page and section breaks.

Course Length: 6 hours
Cost: $200

Microsoft Word III: Working with Long Documents

This workshop is intended for people who work with large documents. Topics include using search tools; page numbering and field codes; headers and footers; document styles; automatically generating a Table of Contents; creating cross references; comparing documents and marking revisions; adding non-printing document comments; and managing footnotes.

Course Length: 6 hours
Cost: $200

Microsoft Word IV: Tables, Forms and Templates

This module is designed for people who want to create templates for repetitive type documents and use the table feature to create lists or forms. The user will learn in a hands-on environment how to create and manage tables by inserting/deleting columns or rows; adjust column width and spacing; change the text direction; control borders, shading and color; split and merge cells; draw and erase cell borders; perform table calculations; sort text or numbers; and use Table AutoFormat to create complex tables. Additional topics will include creating fill-in form documents with tables or form letters; creating and using templates.

Course Length: 6 hours
Cost: $200

Microsoft Word V: Creating Newsletters and Working with Graphics

Now that you have mastered the basics, you may want to use Word to create newsletters, certificates, invitations or announcements. This class demonstrates in a hands-on environment how to format a document into newspaper columns; add a drop cap or page border; insert pictures; create WordArt objects; use drawing tools to create objects and work with shapes; rotate or align objects; create text boxes; enhance object appearance by changing colors; add a shadow or 3-D effect; create different types of arrow objects; group/ungroup objects and control the layering of objects in a document.

Course Length: 6 hours
Cost: $200

Microsoft Word VI: Macros & Mail Merge

The Mail Merge feature is used to create customized form letters or maintain a mailing list to create labels and envelopes. Specific topics will include creating a form letter with merge codes; maintaining a database of names, addresses, etc.; merge to labels or envelopes; create a catalog or list; use Queries to select data; sort data files alphabetically or numerically; and merge a Word document with data from Microsoft Access or Excel. Additional topics include creating AutoText entries to recall repetitive blocks of text; and creating Macros to play repetitive keystrokes.

Course Length: 6 hours
Cost: $200

Accounting Programs

QuickBooks Professional I: Introduction to QuickBooks

QuickBooks is the leading accounting program for small businesses. In this workshop, learn how to create and customize a new QuickBooks company. Start by gathering information and learn in easy steps how to track your company accounts. Participants will customize the chart of accounts by adding or deleting expense & income accounts; manage bank account; setup items, services, inventory & non-inventory parts; create users and set password protection. Backup and restoring a company file will also be discussed.

Course Length: 3 hours
Cost: $100

QuickBooks Professional II: Customers, Sales & Inventory

In this workshop, learn how to track and report customer activities. Topics include adding new customers and editing customer data; create estimates and invoices; apply payments to an invoice and create sales receipts; handle undeposited funds; track refunds and create credit memos; and print monthly statements. Participants will learn how to run customer activity reports including customer balance summaries, summary of open invoices, aging and collection reports.

Course Length: 3 hours
Cost: $100

QuickBooks Professional III: Working with Vendors

Need to monitor your accounts payable? Learn how to create a vendor list, enter bills, pay bills and generate checks. Additional topics include creating purchase orders, tracking and receiving inventory items. Students will learn how to process reports including vendor balance summary, unpaid bills detail, accounts payable aging reports, and yearly 1099s for vendors.

Course Length: 3 hours
Cost: $100

QuickBooks Professional IV: Using Payroll

If you have employees, QuickBooks can help you process payroll quickly and accurately. In this workshop, students will learn how to setup payroll items and add new employees; create paychecks, print pay stubs and use direct deposit; process payroll liabilities and print payroll reports including quarterly unemployment forms, Federal 941s, annual 940s and W2s.

Course Length: 3 hours
Cost: $100

QuickBooks Professional V: Banking & Credit Cards

This workshop focuses on maintaining bank and credit card accounts. Learn how to reconcile the checkbook and other bank accounts; transfer funds between accounts; log entries directly in the check register; setup a credit card account, log charges and payments. Additional topics include making journal entries and handling loans.

Course Length: 3 hours
Cost: $100

QuickBooks Professional VI: Reports & Customizing

Now that you have mastered logging your daily entries, enroll in this workshop to learn how to create and customize reports, lists and summarize information. Specific topics will include profit/loss statements and balance sheets; working with memorized transactions and reports; exporting to Excel; creating mailing labels and letters to customers; changing company preferences; customizing company forms; modify reports and filtering data; and editing QuickBooks preferences.

Course Length: 3 hours
Cost: $100

CERTIFICATE PROGRAMS

Hyslop & Associates offers several certificate programs. Upon completion of the required courses, the participant will receive a Certificate of Achievement that states the name of the program and the number of hours completed. Students may take the required workshops at their own pace and convenience.

Program Title: Business Applications Certificate Program

Training Days: 25
Classroom Hours: 150
Tuition Fee: $5,000
Textbooks: $250
TOTAL PROGRAM COST: $5,250

Required Courses	Classroom Hours	Objective / Description
Microsoft Windows, Modules I & II	12	This program is for students who want to gain extensive computer knowledge and learn the current computer applications used in today's business world. Each course builds on the skills learned in previous classes. Students will obtain the skills necessary to become competitive in the current job market, thus opening the door to more job opportunities.
Navigating Microsoft Windows	3	
Microsoft Office 365 – OneDrive Overview	3	
Microsoft Access, Modules I and II	12	
Microsoft Excel, Modules I through V	30	
Microsoft Expression Web	6	
Microsoft Outlook Module I	6	
Microsoft PowerPoint, Module I	6	
Microsoft Publisher, Module I	6	
Microsoft Word, Modules I through VI	36	
QuickBooks Professional Accounting	18	
Routine PC Maintenance	3	
Working with Digital Images	6	
Google Drive: Documents	3	

Program Title: Mastering Microsoft Office Applications

Training Days: 16
Classroom Hours: 96
Tuition Fee: $3,200
Textbooks: $140
TOTAL PROGRAM COST: $3,340

Required Courses	Classroom Hours	Objective / Description
Microsoft Access, Modules I and II	12	Microsoft Office is the leading computer software used in business today. This program is for participants who want to understand the full capabilities of all of the applications included in the Microsoft office suite.
Microsoft Excel, Modules I through V	30	
Microsoft Outlook Module I	6	
Microsoft PowerPoint, Module I	6	
Microsoft Publisher, Module I	6	
Microsoft Word, Modules I through VI	36	

Program Title: Microsoft Office Fundamentals

Training Days: 6
Classroom Hours: 36
Tuition Fee: $1,200
Textbooks: $140
TOTAL PROGRAM COST: $1,340

Required Courses	Classroom Hours	Objective / Description
Microsoft Word, Modules I and II	12	Our Microsoft Office Fundamentals certificate program is intended for students who want to gain basic skills in Microsoft Word and Excel. Students may choose from the optional classes to expand their knowledge of other Microsoft Office applications.
Microsoft Excel, Modules I and II	12	
Optional: Choose two from this list:		
Microsoft Outlook Module I	6	
Microsoft PowerPoint, Module I	6	
Microsoft Publisher, Module I	6	
Microsoft Access, Module I	6	
Microsoft Access, Module II	6	
Microsoft Expression Web	6	

Program Title: Mastering Microsoft Excel

Training Days: 5
Classroom Hours: 30
Tuition Fee: $1,000
Textbooks: $125
TOTAL PROGRAM COST: $1,125

Required Courses	Classroom Hours	Objective / Description
Microsoft Excel, Modules I through V		This program is for students who want to gain extensive knowledge of Excel. Topics include creating and formatting a spreadsheet; working with formulas and multiple sheets in a workbook; creating charts; using database functions and tips, tricks & shortcuts.
Module I: Introduction to Spreadsheets	6	
Module II: Multiple Sheets, Formulas & Formatting	6	
Module III: Charts & Drawing Objects	6	
Module IV: Formulas, Tips & Timesavers	6	
Module V: Databases & Logical Functions	6	

Program Title: Mastering Microsoft Word

Training Days: 6
Classroom Hours: 36
Tuition Fee: $1,200
Textbooks: $125
TOTAL PROGRAM COST: $1,325

Required Courses	Classroom Hours	Objective / Description
Microsoft Word, Modules I through VI		This program is for participants who would like to gain an extensive knowledge of Microsoft Word. Topics include the basics of Word, formatting documents, working with long documents, creating tables and working with templates, using graphics in Word and performing mail merge.
Module I: Introduction to Word Processing	6	
Module II: Formatting Documents	6	
Module III: Working with Long Documents	6	
Module IV: Tables, Forms & Templates	6	
Module V: Graphics & Newsletters	6	
Module VI: Mail Merge & Macros	6	

Program Title: QuickBooks Professional Accounting

Training Days: 3
Classroom Hours: 18
Tuition Fee: $600
Textbooks: $110
TOTAL PROGRAM COST: $710

Required Courses	Classroom Hours	Objective / Description
QuickBooks Modules I through VI		QuickBooks is the leading accounting program currently used in small businesses. In this program, participants will learn how to set up a new company file, work with the chart of accounts and perform routine tasks including accounts receivable, accounts payable, payroll, banking activities and run reports.
Module I: Introduction to QuickBooks	3	
Module II: Customers, Sales & Inventory	3	
Module III: Working with Vendors	3	
Module IV: Using Payroll	3	
Module V: Banking & Credit Cards	3	
Module VI: Reports & Customizing	3	

Program Title: PC Fundamentals

Training Days: 5
Classroom Hours: 30
Tuition Fee: $1,000
Textbooks: $110
TOTAL PROGRAM COST: $1,110

Required Courses	Classroom Hours	Objective / Description
Microsoft Word Module I *	6	This is a program to obtain basic computer skills, understand the Windows operating system and standard office applications including E-mail, word processing & spreadsheets.
Microsoft Excel Modules I **and** II *	12	
Microsoft Outlook Module I	6	
Microsoft Windows I **or** II	6	
* Students may choose a higher level of Word or Excel based on prior experience.		

ADMISSION REQUIREMENTS

Hyslop & Associates admits people who have a sincere desire to enhance their computer skills. Registrants are not required to have a High School Diploma. A GED is preferred, but not required to enroll in our courses. Students enrolling in our certificate programs will meet with school staff to determine the appropriate program of study and their ability to successfully complete the program.

Our classes are tuition based and we do not charge a separate registration fee. All tuition fees must be paid at the time you register. If a student qualifies for state or federally funded programs, a signed contract is accepted when registering.

ENROLLMENT DATES

Our courses/programs are offered year-round and are on a rolling schedule. Our courses are all one-day workshops and participants do not need to commit to more than one workshop at a time. Students enrolling in a certificate program can start with any course within the program.

HOURS OF OPERATION

Office hours are by appointment only. Hyslop & Associates often conducts off-site training and consulting with local business. Therefore, appointments are required on non-class days.

HOLIDAYS

Hyslop & Associates recognizes the following holidays:

New Year's Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Eve & Christmas Day

TESTS, HOMEWORK & GRADING SYSTEM

In order to maintain a "stress free" learning environment Hyslop & Associates does not do testing, require homework or issue grades for students who enroll in individual courses (3 or 6 hour workshops).

Students that enroll in a Certificate Program are required to complete an evaluation prior to the start of program to assess their skill level. Upon program completion, a hands-on test will be given to measure the student's progress. Students are graded as Pass/Fail based on their attendance, ability to follow directions, and completion of all courses of study. A Certificate of Achievement will be issued to each student who satisfies all requirements and successfully completes the program. (See our list of Certificate Programs, page 14).

SELF STUDY

Students that participate in a course (workshop) are encouraged to practice and apply what they have learned in their daily workplace. However, self study (homework) is not required.

Students who are enrolled in a certificate program are required to purchase the required textbook for the course of study and complete the lessons in the self-study guide. Upon completion of the textbook lessons, the appropriate certificate will be issued. We recommend 6 hours of study for each 6-hour course.

STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

Students are expected to conduct themselves in a professional manner at all times. A student can be dismissed for excessive absences, insufficient progress, excessive tardiness, non-payment of costs/tuition, being under the influence of drugs and alcohol on school property, dishonesty, theft, disrupting classes, use of profanity, insubordination, violation of safety rules, or not abiding by the school rules. A student who acts in a manner detrimental to Hyslop & Associates, its staff, its property or another student may have their enrollment terminated. Any student who was terminated for conduct may not be readmitted.

DRUG FREE SCHOOL AND WORKPLACE

Hyslop & Associates is a drug free workplace and learning environment. We have a zero tolerance policy for drugs and alcohol. No student, instructor, or employee may be on the school premises under the influence of any substance. Any individual under the influence may be subject to immediate dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

DRESS CODE

Hyslop & Associates dress code is business casual. Remember, first impressions are important. Many of our students are from local businesses and networking with other students can lead to future opportunities.

STUDENT RECORDS

All student's records are stored in a safe and secure environment for a minimum of 3 years. For students attending a course (3 or 6 hour workshop), Hyslop & Associates will maintain a copy of the participants registration form for 3 years.

Records for students enrolled in a certificate program will be stored for a minimum of 3 years and include a copy of the student's signed enrollment agreement, record of attendance, testing results, tuition and fees, detailed schedule of courses/program including class dates and number of classroom hours. We also store the *Release of Information form* which includes the last 4 digits of the student's social security number for a minimum of 3 years. A copy of the student's *Certificate of Achievement* is stored permanently.

All above mentioned records are stored in a locked cabinet in the office of the President.

CANCELLATION / REFUND POLICY

To reschedule a class: Registration fees may be transferred to another course depending on availability if the request is received within 24 hours.

Cancellation Policy: <u>Full Refund</u>. The school shall provide a student with a full refund, of all monies paid within 30 days if: (a) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school; or (b) The student withdraws from the program or course on or before the first day of instruction, a full refund, less an administrative fee, not to exceed $150. Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations. <u>Other Refunds</u>. (a) The school shall provide a student with a partial refund of monies paid within 30 days if: (1) A student who withdraws or is dismissed before 50% of the instruction period (program) shall receive a pro-rata refund, less an administrative fee, not to exceed $350; (2) A student who withdraws or is dismissed after more than 50% of the instruction period (program) shall receive no refund. (b) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier. <u>Notice of Withdrawal</u>. The school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery. All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal.

POLICY OF NON-DISCRIMINATION

Hyslop & Associates does not discriminate on the basis of race, creed, color, religion, gender identity or expression, sexual orientation, marital status, or disability, national origin, age, disability, marital or veteran status, political affiliation or belief in its admission procedures, educational programs, operations, or employment policies. Sexual harassment and sexual violence are types of sex discrimination. Inquiries regarding discriminatory harassment (including sexual harassment or violence) should be directed to Connie Hyslop, admin@hyslops.com, (603) 286-3300.

GRIEVANCE PROCEDURES

Any student or program participant who wishes to file a grievance as a result of perceived unfair treatment or discrimination must follow the appropriate procedure outlined below.

A. You may file a written complaint directly with the President/Owner of Hyslop & Associates. This written complaint must detail the specific grievance and include the following information:

   1. Your name, address, business, and home telephone number
   2. Nature of the grievance
   3. Regulations or policies violated, if known
   4. Date of alleged act
   5. Name and title of others involved in the situation

B. All grievances must be submitted within 90 days of the alleged incident.

C. The President of Hyslop & Associates may contact you and/or other parties relevant to the complaint to obtain additional information and may schedule a formal hearing.

D. The owner of Hyslop & Associates will render a decision within ninety (90) days of receipt of the complaint.

If all matters cannot be resolved at the school level, students have the right to bring matters to the:
> Office of Career School Licensing
> 101 Pleasant Street
> Concord, NH 03301
> (603) 271-6443

TRANSFER OF CREDITS

Hyslop & Associates does not accept credit from other educational institutions. Transferability of credit to other institutions is at the discretion of the receiving institution. It is the responsibility of the student to confirm whether or not credit will be accepted by another education institution of the student's choice.

Hyslop & Associates

Computer Training School

Solving the PC Puzzle

Course Registration Form

To register:

By Mail: Complete this form - mail with your payment to the address shown below.
By Phone: Call (603) 286-3300 with your credit card information.
On-Line: **Email Us** and include the following information:

Student's Name _____   Attendee's Phone # _____

Company _____   Email Address _____

Street Address _____   Contact Person _____

City, State, Zip _____   Contact Person's Phone # _____

Method of Payment: _____ MasterCard: _____ Visa: _____ American Express: _____ Discover Card _____

Credit Card #: _____ Exp Date: _____

Zip Code for Credit Card Billing Address _____   3 Digit Security Code _____
     (Feel free to call us with this information)

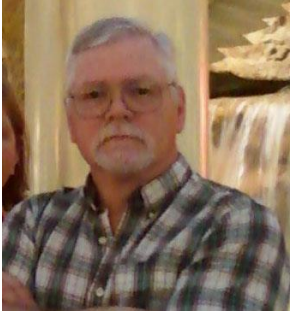If paying by check and registering by Email, check will be mailed on _____

Class Date	Workshop Title	Class Fee
	TOTAL AMOUNT DUE	

Hyslop & Associates
PO Box 73, Tilton, NH 03276

Phone: (603) 286-3300

Hyslop & Associates is an Equal Opportunity Employer / Program and does not discriminate on the basis of
race, color, religion, sex, national origin, age, disability, political affiliation or belief

CLASS NOTES

Classes to Take	Date of Class

SCHOOL ADMINISTRATION

Staff Member	Role / Responsibilities
	Connie Hyslop, President/Owner As President of Hyslop & Associates, Connie has over 30 years of teaching experience. She became a computer instructor in 1985 offering training to businesses and six local colleges. In 1998, Connie established Hyslop & Associates Computer Training School and has trained thousands of computer users. Connie teaches all of the classes offered at the school, is responsible for new course development, marketing, maintaining customer relations and overall management of the business.
	Doug Hyslop, Office Manager Doug has been working with Hyslop & Associates since the school was founded in August of 1998. In addition to greeting customers and processing student registrations he also provides computer clean out services for our customers. If your computer has a virus or is running slow from malware/spyware - then give Doug a call. He will work his magic.
	Kristin Pelletier, Consultant, Marketing & Social Media Liaison Kristin currently lives in Florida. She attended classes at Hyslop & Associates in 2005 and earned her Business Applications Certificate. Upon completion she moved to Florida, became Microsoft certified and in 2014 started her own computer training school in the Tampa area. Kristin has stayed connected with Hyslop & Associates and travels to New Hampshire to assist Hyslop & Associates as needed. She has developed new classes for us, assists with marketing, advertising and is our social media liaison.

Hyslop & Associates

Computer Training School

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