

**Printing Fees for Class Materials**

Computer Basics Session 1	<ul style="list-style-type: none"> <li>• Components of the MC-NPL Computer Lab Computers (1 pg.)..... 0.50</li> <li>• Glossary (4 pgs.) ..... 0.60</li> <li>• Steps to Copy and Paste (1 pg.) ..... 0.15</li> </ul>
Computer Basics Session 2	<ul style="list-style-type: none"> <li>○ Lesson Plan (7 pgs.)..... 3.00</li> <li>○ Common Windows Elements (1 pg.)..... 1.00</li> <li>○ Computer Basics Proficiency Test (Interactive website)..... N/A</li> <li>○ Mouse Tutorial (Interactive website)..... N/A</li> <li>○ Mousercise (Interactive website)..... N/A</li> </ul>
Computer Essentials Session 1	<ul style="list-style-type: none"> <li>• Lesson Plan (7 pgs.) ..... 2.00</li> </ul>
Computer Essentials Session 2	<ul style="list-style-type: none"> <li>○ Lesson Plan (6 pgs.) ..... 2.50</li> <li>○ Sample File Tree (1 pg.)..... 0.15</li> <li>○ Computer Essentials Proficiency Test (Interactive website)..... N/A</li> </ul>
Internet/Email Session 1	<ul style="list-style-type: none"> <li>• Lesson Plan (10 pgs.) ..... 3.00</li> <li>• Internet Quick Guide (front) - Intro. Internet Explorer Web Browser (1 pg.)..... 0.50</li> <li>• Internet Quick Guide (back) – Internet Explorer 7 Navigational Buttons (1 pg.)..... 0.15</li> </ul>
Internet/Email Session 2	<ul style="list-style-type: none"> <li>○ Lesson Plan (7 pgs.)..... 1.00</li> <li>○ Internet Proficiency Test (Interactive website) ..... N/A</li> </ul>
Word Sessions 1 & 2	<ul style="list-style-type: none"> <li>• Lesson Plan (14 pgs.) ..... 2.85</li> <li>• Word Quick Reference Guide (5 pgs.)..... 0.75</li> <li>• Word Proficiency Test Instructions ..... 0.15</li> </ul>
Excel Session 1	<ul style="list-style-type: none"> <li>○ Lesson Plan (5 pgs.) ..... 0.75</li> <li>○ Handout 1 (1 pg.) ..... 1.00</li> <li>○ Handout 2 – The Excel Mouse Pointer (1 pg.)..... 0.50</li> <li>○ Brief Intro. To Excel PowerPoint (8 slides) ..... 1.00               <ul style="list-style-type: none"> <li>○ Print instructions: Print Preview→ Under Page Setup select Handouts (4 slides Per Page)→ Print</li> </ul> </li> </ul>
Excel Session 2	<ul style="list-style-type: none"> <li>• Lesson Plan (3 pgs.) ..... 0.45</li> <li>• Handout (1 pg.) ..... 0.50</li> <li>• My Budget.xlsx through the end of Lesson 1 (For download) ..... N/A</li> <li>• Monthly Income.xlsx (For download) ..... N/A</li> <li>• Excel Proficiency Test Instructions (2 pgs.) ..... 0.30</li> </ul>