Computers – Introduction
Students will become familiar with the basic uses of personal computers. Students will acquire a basic knowledge of computer hardware and a brief introduction to operating systems.

Course #: C-3291
Start • End Date: 09/06/11 • 11/08/11
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Course #: C-3316
Start • End Date: 09/08/11 • 12/01/11
Day: Th
Time: 6:00P – 7:30P
Cost: 65.00
Location Code: SCC
Building Location: Bldg 046 Rm 231
Instructor: Brandi Cotten

Course #: H-3873
Start • End Date: 09/15/11 • 11/17/11
Day: M
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Wayne Norris

Course #: C-3289
Start • End Date: 10/12/11 • 12/07/11
Day: W
Time: 9:00A – 12:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Making the Internet Work for You
Do you know a little bit about the computer, the Internet and Microsoft Office software, but aren’t quite sure how to put it all together? You can learn how to capture information from the Internet and produce documents in Word and Powerpoint. Have fun working with pictures, videos, and sound clips to create documents and presentations.

Course #: L-3189
Start • End Date: 11/07/11 • 12/12/11
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Microsoft Excel – Introduction
Students will learn to plan and create spreadsheets, populate cells, merge cells, write and troubleshoot formulas, use templates, and merge worksheets within a workbook.

Course #: C-3292
Start • End Date: 09/08/11 • 11/10/11
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Course #: C-3317
Start • End Date: 09/08/11 • 12/01/11
Day: Th
Time: 7:35P – 9:05P
Cost: 65.00
Location Code: SCC
Building Location: Bldg 046 Rm 231
Instructor: Brandi Cotten

Course #: L-3190
Start • End Date: 09/12/11 • 10/17/11
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg B Rm 108B
Instructor: Robert Komorowski

Microsoft Office 2007 – Introduction
Students will become familiar with and acquire a basic knowledge of Word, Excel, PowerPoint, and Publisher.

Course #: C-3293
Start • End Date: 09/07/11 • 11/09/11
Day: W
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Microsoft Office 2010
Upgrading your Microsoft Office software? Come learn the changes and new features; or if you’re just starting out on Microsoft Office, you can learn your way around the programs.

Course #: L-3191
Start • End Date: 10/10/11 • 11/16/11
Day: MW
Time: 4:00P – 6:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg B Rm 108B
Instructor: Robert Komorowski
Microsoft Word – Introduction
This course is designed to introduce the student to Microsoft Word as a computer application used for composition, editing, formatting, and printing.

Course #: C-3290
Start • End Date: 10/12/11 • 12/07/11
Day: W Time: 1:00P – 4:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Microsoft Word & Excel
Students are introduced to Word as a computer application used for composing, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and more in Excel.

Course #: H-3874
Start • End Date: 09/12/11 • 11/14/11
Day: M Time: 6:00P – 9:00P
Cost: 120.00 Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Terry Moore

QuickBooks Pro
Coordinate your accounting needs with this powerful software package. Discover how to set up books, process billing, manage accounts receivable and accounts payable, inventory, bank reconciliation, and financial statements.

Course #: L-3192
Start • End Date: 09/15/11 • 11/03/11
Day: Th Time: 5:00P – 8:00P
Cost: 65.00 Location Code: LLC
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Social Networking
Center for Creative Retirement
Step into a fascinating new world of communication through social networking. Keep in touch with family and friends using Facebook and Twitter. Share pictures and video clips to promote your own business venture. Talk face-to-face with family and friends on Skype, whether down the street or on the other side of the world.

Course #: L-3193
Start • End Date: 08/22/11 • 10/03/11
Day: MW Time: 4:00P – 6:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Robert Komorowski