

## 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 A Rm 107A  
*Instructor: John Foushee*

## 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*

