Introduction to Computers I
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 #: S-1491
Start • End Date: 01/11/10 • 02/15/10
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Course #: H-1858
Start • End Date: 01/25/10 • 03/29/10
Day: M
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: HMC
Building Location: Con Ed Rm 229

Course #: C-1720
Start • End Date: 01/27/10 • 03/17/10
Day: W
Time: 9:00A – 12:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 209

Course #: C-1718
Start • End Date: 02/04/10 • 04/08/10
Day: Th
Time: 5:30P – 7:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 14

Course #: C-1722
Start • End Date: 02/16/10 • 03/30/10
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208

Introduction to Microsoft Excel
Students will learn to plan and create spreadsheets, populate cells, merge cells, write and troubleshoot formulas, use templates, and merge worksheets within a workbook. MS Excel 2007 is used.

Course #: C-1719
Start • End Date: 02/04/10 • 04/08/10
Day: Th
Time: 7:05P – 8:35P
Cost: 65.00
Location Code: SCC
Building Location: Rm 14

Course #: C-1723
Start • End Date: 02/18/10 • 04/01/10
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208

Course #: L-1195
Start • End Date: 03/16/10 • 05/04/10
Day: T
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: WBWICK
Building Location: Pod A–7
Introduction to MS Word
This course is designed to introduce the student to MS Word as a computer application used for composition, editing, formatting, and printing.

Course #: C-1721
Start • End Date: 01/27/10 • 03/17/10
Day: W
Time: 1:00P – 4:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 209

PowerPoint
Learn to create professional presentations.

Course #: L-1194
Start • End Date: 01/19/10 • 03/09/10
Day: T
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: WBWICK
Building Location: Pod A–7

Quickbooks Pro Introduction
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 #: S-1492
Start • End Date: 02/03/10 • 03/03/10
Day: W
Time: 6:00P – 8:30P
Cost: 65.00
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Course #: L-1183
Start • End Date: 03/04/10 • 04/08/10
Day: Th
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: DWCC
Building Location: Rm 104

The Internet and You–Exploring the Tools of Tomorrow
Upon completion students will have demonstrated advanced communication and researching skills using tools available on the web. Additionally students will produce a basic personal, business, or informational website.

Course #: C-1728
Start • End Date: 01/21/10 • 03/18/10
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 209

Word, Internet, and Email
Learn to create documents and to enhance them using different formatting techniques. Learn to safely surf the Internet and use Email.

Course #: L-1184
Start • End Date: 04/12/10 • 05/17/10
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: DWCC
Building Location: Rm 104

For Registration information, refer to page 3. For Location Key, refer to page 6.