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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>C-1254</td>
<td>02/06/12 • 04/30/12</td>
<td>M</td>
<td>6:00P – 7:30P</td>
<td>65.00</td>
<td>SCC</td>
<td>Rm 231</td>
<td>Regina Richardson</td>
</tr>
</tbody>
</table>

Microsoft Excel – Introduction
MS Excel 2010 will be used. Learn to create spreadsheets and to enhance them using formulas and formatting.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>L-1220</td>
<td>02/29/12 • 04/04/12</td>
<td>W</td>
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<td>65.00</td>
<td>WBW</td>
<td>Bldg A Rm 107A</td>
<td>John Foushee</td>
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</tbody>
</table>

Microsoft Excel 2007 – 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.
MS Excel 2007 is used.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<td>65.00</td>
<td>SCC</td>
<td>Rm 231</td>
<td>Ruth Landa</td>
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</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>C-1253</td>
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<td>65.00</td>
<td>PMC</td>
<td>Bldg 041 Rm 223</td>
<td>Wayne Norris</td>
</tr>
</tbody>
</table>

Microsoft Office 2010
Learn the basics of the Microsoft Office program suite, including the changes in 2010. Whether you’re new to Microsoft Office or need to know what’s changed since the 2007 version, you’ll find what you need here.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-1222</td>
<td>04/16/12 • 05/21/12</td>
<td>M</td>
<td>5:00P – 8:00P</td>
<td>65.00</td>
<td>WBW</td>
<td>Bldg B Rm 108B</td>
<td>John Foushee</td>
</tr>
</tbody>
</table>
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-1881
Start • End Date: 01/30/12 • 04/02/12
Day: M
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Terry Moore

Microsoft Word – Introduction

This course is designed to introduce the student to MS Word as a computer application used for composition, editing, formatting, and printing.

Course #: C-1257
Start • End Date: 02/08/12 • 03/28/11
Day: W
Time: 1:00P – 4:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Photoshop Elements

Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.

Course #: L-1135
Start • End Date: 02/02/12 • 03/01/12
Day: Th
Time: 6:00P – 8:00P
Cost: 39.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

PowerPoint

You will learn how to create and enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into your presentation for easy editing.

Course #: L-1221
Start • End Date: 02/27/12 • 04/02/12
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

QuickBooks – Introduction

Students who successfully complete the course will be able to install and configure QuickBooks for basic business operations and will be able to use QuickBooks in a business environment for processing basic customer, vendor, and payroll transactions and for generating basic business reports.

Course #: C-1280
Start • End Date: 01/23/12 • 03/26/12
Day: M
Time: 7:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD
Instructor: Jerry Koontz

For Registration information, refer to page 3. For Location Key, refer to page 6.
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-1219
Start • End Date: 03/15/12 • 05/03/12
Day: Th
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Social Networking for Business
Facebook is not just for “Friends.” Learn how your business can benefit from social networking sites and internet opportunities such as Facebook, Google+, Linked-in, Skype, and more.

Course #: L-1237
Start • End Date: 01/24/12 • 03/01/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Komorowski

CAREER READINESS CERTIFICATE (CRC)
Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks—finding information, reading instructions and directions, even working with figures—that are common in today’s workplace.

HOW IT WORKS
Building on a Proven Program
The Certificate is based on established WorkKeys® assessment tests. (WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied mathematics, and locating information through the WorkKeys @skills assessment system.

A Chance to Advance
Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

Bronze level: Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.

Silver level: Signifies that a recipient possesses skills for approximately 65% of the jobs profiled by WorkKeys in these areas.

Gold level: Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

CRC ASSESSMENTS
As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned – bronze, silver and gold – signify increasing levels of difficulty in each area.

HOW TO EARN CERTIFICATION
Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Patricia Stone-Hackett at (919) 777-7716 or pstone-hackett@cccc.edu.

Career Readiness Certification Assessment Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26, 2012</td>
<td>6:00P – 9:30P</td>
</tr>
<tr>
<td>February 23, 2012</td>
<td>6:00P – 9:30P</td>
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<tr>
<td>March 29, 2012</td>
<td>6:00P – 9:30P</td>
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<tr>
<td>April 26, 2012</td>
<td>6:00P – 9:30P</td>
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<tr>
<td>May 10, 2012</td>
<td>6:00P – 9:30P</td>
</tr>
</tbody>
</table>

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