Computers – Introduction
Do you need to start at the beginning? You can become familiar with the ways personal computers can be used to enhance your life at work and at home. You will acquire a basic knowledge of computer hardware and experience a brief introduction to operating systems.

Course #: L-1154, Hours 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Cost: 66.25
Building Location: Main Bldg Rm 119
Instructor: Robert Komorowski

Course #: H-1901, Hours 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Cost: 66.25
Building Location: Main Bldg Rm 119
Instructor: Robert Komorowski

Course #: C-1733, Hours 24
Start • End Date: 01/22/13 • 02/27/13
Day: T
Time: 6:00P – 8:30P
Cost: 66.25
Location Code: PMC
Instructor: Ruth Landa

Course #: C-1732, Hours 24
Start • End Date: 01/22/13 • 02/27/13
Day: T
Time: 5:00P – 7:00P
Cost: 66.25
Location Code: SCC
Building Location: Rm 231
Instructor: Andrew Hanner

Course #: C-1731, Hours 24
Start • End Date: 01/22/13 • 02/27/13
Day: T
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

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-1223, Hours 18
Start • End Date: 03/01/13 • 03/15/13
Day: W
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: John Foushee

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

Course #: C-1734, Hours 24
Start • End Date: 01/24/13 • 04/11/13
Day: Th
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Course #: C-1735, Hours 24
Start • End Date: 01/30/13 • 04/17/13
Day: W
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: SCC
Building Location: Bldg 041 Rm 231
Instructor: Andrew Hanner

Course #: L-1222, Hours 18
Start • End Date: 03/11/13 • 04/22/13
Day: M
Time: 5:00P – 8:00P
Cost: 66.25
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Keyboarding toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-1153, Hours 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

For registration information, refer to page 3. For location key, refer to page 6.
Microsoft Office 2010 – Introduction
Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Course #: C-1737, Hours: 24
Start • End Date: 01/23/13 • 04/10/13
Day: W Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

Course #: C-1736, Hours: 24
Start • End Date: 01/29/13 • 04/16/13
Day: T Time: 6:00P – 8:00P
Cost: 66.25 Location Code: SCC
Building Location: Rm 231
Instructor: Andrew Hanner

Microsoft Word & Excel
Students are introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, students will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

Course #: H-1902, Hours: 24
Start • End Date: 01/17/13 • 03/07/13
Day: Th Time: 6:00P – 9:00P
Cost: 66.25 Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: TBD

Microsoft Word – Introduction
Students will learn what the familiar keyboards conceal. Learn to spice your text with added graphics, borders, columns, tables, and spreadsheets.

Course #: C-1738, Hours: 24
Start • End Date: 01/22/13 • 03/12/13
Day: T Time: 1:00P – 4:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
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-1136, Hours: 8
Start • End Date: 03/28/13 • 04/11/13
Day: Th Time: 6:00P – 8:00P
Cost: 40.25 (SS) Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

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

Course #: C-1760, Hours: 24
Start • End Date: 01/28/13 • 04/22/13
Day: M Time: 7:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: 041 Rm 223
Instructor: Jerry Koontz

Course #: L-1221, Hours: 24
Start • End Date: 03/14/13 • 05/02/13
Day: Th Time: 5:00P – 8:00P
Cost: 66.25 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Tweet Your Way to Success
Learn how to use social media to help you be successful whether you own a business, are looking for a job, or working your way up in your chosen career field. Learn how you can benefit from the networking power of Twitter, Facebook, LinkedIn, Google+ and more.

Course #: L-1157, Hours: 24
Start • End Date: 03/12/13 • 04/18/13
Day: TTh Time: 6:30P – 8:30P
Cost: 66.25 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski