Introduction to Computers
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-2772
Start • End Date: 05/19/10 • 07/07/10
Day: W
Time: 9:00A – 12:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208

Introduction to Computer Applications
Students will learn the fundamentals of computer applications including Word, Excel, PowerPoint, Internet searches, email, pictures, etc. Information needed to keep operating software up-to-date will be discussed. Some basic computer knowledge required.

Course #: L-2163
Start • End Date: 06/14/10 • 07/26/10
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: DWCC
Building Location: Rm 104

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 will be used.

Course #: C-2761
Start • End Date: 05/27/10 • 07/29/10
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg 2 Rm 208

Course #: C-2759
Start • End Date: 05/27/10 • 07/29/10
Day: Th
Time: 7:05P – 8:35P
Cost: 65.00
Location Code: SCC
Building Location: Rm 14

For Registration information, refer to page 3. For Location Key, refer to page 6.
**Introduction to Microsoft 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-2773*

**Start • End Date:** 05/19/10 • 07/07/10  
**Day:** W  
**Time:** 1:00P – 4:00P  
**Cost:** 65.00  
**Location Code:** PMC  
**Building Location:** Bldg 2 Rm 208

**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 #: L-2162*

**Start • End Date:** 06/17/10 • 07/22/10  
**Day:** Th  
**Time:** 5:00P – 8:00P  
**Cost:** 65.00  
**Location Code:** DWCC  
**Building Location:** Rm 104

**Social Networking**
This is a survey course on the what, how, and why of social networking. Course includes Facebook, Twitter, Wikis, blogging, LinkedIn, etc. as they apply to personal and professional usages.

*Course #: L-2141*

**Start • End Date:** 06/22/10 • 08/10/10  
**Day:** T  
**Time:** 6:00P – 8:00P  
**Cost:** 65.00  
**Location Code:** DWCC  
**Building Location:** Rm 104

**Word & Excel**
Student is 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-2869*

**Start • End Date:** 05/17/10 • 08/02/10  
**Day:** M  
**Time:** 6:00P – 9:00P  
**Cost:** 120.00  
**Location Code:** HMC  
**Building Location:** Con Ed Rm 229

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