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-2751, **Hours**: 24
**Start • End Date**: 05/17/12 • 08/09/12
**Day**: Th  **Time**: 5:00P – 7:00P
**Cost**: 65.00  **Location Code**: SCC
**Building Location**: Rm 231  
**Instructor**: Brandi Cotton

**Course #**: H-2862, **Hours**: 24
**Start • End Date**: 05/17/12 • 07/05/12
**Day**: Th  **Time**: 5:00P – 7:00P
**Cost**: 65.00  **Location Code**: HMC
**Building Location**: Continuing Education Rm 229  
**Instructor**: Wayne Norris

**Course #**: C-2753, **Hours**: 24
**Start • End Date**: 05/22/12 • 08/07/12
**Day**: T  **Time**: 6:00P – 8:00P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Bldg 042 Rm 209  
**Instructor**: Regina Richardson

**Course #**: L-2184, **Hours**: 20
**Start • End Date**: 07/10/12 • 08/09/12
**Day**: TTh  **Time**: 6:30P – 8:30P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Bldg 042 Rm 209  
**Instructor**: Robert Komorowski

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-2184, **Hours**: 20
**Start • End Date**: 07/10/12 • 08/09/12
**Day**: TTh  **Time**: 6:30P – 8:30P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Main Bldg Rm 118  
**Instructor**: Robert Komorowski

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-2199, **Hours**: 18
**Start • End Date**: 06/04/12 • 07/09/12
**Day**: M  **Time**: 5:00P – 8:00P
**Cost**: 65.00  **Location Code**: WBW
**Building Location**: Bldg B Rm 108B  
**Instructor**: John Foushee

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

**Course #**: C-2752, **Hours**: 24
**Start • End Date**: 05/17/12 • 08/09/12
**Day**: Th  **Time**: 7:05P – 9:05P
**Cost**: 65.00  **Location Code**: SCC
**Building Location**: Rm 231  
**Instructor**: Brandi Cotton

**Course #**: C-2754, **Hours**: 24
**Start • End Date**: 05/24/12 • 08/09/12
**Day**: Th  **Time**: 6:00P – 8:00P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Bldg 041 Rm 223  
**Instructor**: Regina Richardson

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-2755, **Hours**: 24
**Start • End Date**: 05/16/12 • 08/08/12
**Day**: W  **Time**: 6:00P – 8:00P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Bldg 042 Rm 209  
**Instructor**: Regina Richardson

Microsoft Word
Students will learn how to use commands that are offered in MS Word. Students will be prepared to enjoy the benefits of word processing – for either personal or business use. Knowledge of computer system and basic operations required.

**Course #**: C-2757, **Hours**: 24
**Start • End Date**: 05/24/12 • 07/19/12
**Day**: Th  **Time**: 1:00P – 4:00P
**Cost**: 65.00  **Location Code**: PMC
**Building Location**: Bldg 042 Rm 209  
**Instructor**: Ruth Landa

For registration information, refer to page 3. For location key, refer to page 6.
Microsoft Word & Excel
Student is introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

Course #: H-2863, Hours: 24
Start • End Date: 05/21/12 • 07/16/12
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Building Location: Continuing Education Rm 229
Instructor: Terry Moore

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-2135, Hours: 8
Start • End Date: 07/12/12 • 08/02/12
Day: Th
Time: 6:00P – 8:00P
Cost: 39.00 (SS)
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-2183, Hours: 18
Start • End Date: 06/07/12 • 07/19/12
Day: Th
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

HUMAN RESOURCES DEVELOPMENT (HRD)

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students’ needs and serves as a gateway for proven economic, social, and educational success.

Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria:

- Unemployed
- Received notification of pending layoff
- Working and eligible for federal earned income tax credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines