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 # 2753, Hours: 20
Start • End Dates: 05/20/13 • 08/12/13
Day: M Time: 5:00P – 7:00P
Cost: 66.25 Location Code: SCC
Building Location: Rm 231
Instructor: Regina Richardson

Course # 2755, Hours: 24
Start • End Dates: 05/21/13 • 07/09/13
Day: T Time: 9:00A – 12:00N
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Ruth Landa

Course # 2754, Hours: 20
Start • End Dates: 05/21/13 • 08/06/13
Day: T Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

Course # 2864, Hours: 24
Start • End Dates: 05/21/13 • 07/16/13
Day: T Time: 6:00P – 9:00P
Cost: 66.25 Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Dennis Shaw

Course # 2867, Hours: 24
Start • End Dates: 06/03/13 • 07/29/13
Day: T Time: 8:30A – 11:30P
Cost: 66.25 Location Code: HMC
Building Location: Miriello Rm 103
Instructor: Wayne Norris

Course # 2183, Hours: 24
Start • End Dates: 06/04/13 • 07/30/13
Day: T Time: 5:00P – 8:00P
Cost: 66.25 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Facebook, Twitter and LinkedIn for Job Seekers
Are you LinkedIn? New technology and the economy have changed the job search strategies. Learn how to use Facebook, Twitter, and LinkedIn to find your next job and stand out to employers. Learn how to avoid common online mistakes and pitfalls that can undermine your credibility.

Course # 2163, Hours: 57
Start • End Datse: 05/21/13 • 07/30/13
Day: TTh Time: 3:00P – 6:00P
Cost: 175.00 Location Code: WBW
Building Location: Main Bldg Rm 118
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 # 2165, Hours: 38
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh Time: 6:30P – 8:30P
Cost: 120.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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

Course # 2756, Hours 20
Start • End Dates: 05/16/13 • 07/25/13
Day: Th Time: 6:00P – 8:00P
Cost: 66.25 Location Code: SCC
Building Location: Bldg 041 Rm 231
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 # 2757, Hours: 20
Start • End Dates: 05/22/13 • 07/31/13
Day: W Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

For registration information, refer to page 3. For location key, refer to page 6.
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 # 2865, Hours: 24
Start • End Dates: 05/23/13 • 07/18/13
Day: Th
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Dennis Shaw

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 # 2166, Hours: 18
Start • End Dates: 06/10/13 • 07/22/13
Day: M
Time: 5:00P – 8:00P
Cost: 66.25
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Technology for Teachers (online course)
Learn how to enhance teaching and learning in all educational settings by incorporating technology in the classroom. You will learn technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology – all on your schedule in your own home through online learning. A book is required.

Course # 2184, Hours: 64
Start • End Dates: 06/03/13 • 08/02/13
Day: Online
Time: Online
Cost: 175.00
Location Code: ONLINE
Instructor: Amanda Carter

Word – Practical Applications
As a beginner to word processing, you will learn the fundamentals needed to produce most Word documents. Particular emphasis will be placed on keyboarding, fonts and styles, copy and paste, and managing pictures in documents. Inserting items into documents from local files and the internet will also be covered. Finally, you will learn the new database functions of Word 2010 and be able to produce mailing labels and envelopes as well as letters for mass mailings.

Course # 2140, Hours: 18
Start • End Dates: 05/16/13 • 06/27/13
Day: Th
Time: 5:00P – 8:00P
Cost: 66.25
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee