Computers – Beginning
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 # 2102, Hours: 24
Start • End Dates: 05/19/14 • 07/14/14
Day: M  Time: 6:00P – 9:00P
Cost: 71.25  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Dennis Shaw

Course # 2757, Hours: 24
Start • End Dates: 05/19/14 • 08/11/14
Day: M  Time: 6:00P – 8:00P
Cost: 71.25  Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Course # 2760, Hours: 18
Start • End Dates: 05/20/14 • 06/24/14
Day: T  Time: 9:00A – 12:00N
Cost: 71.25  Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Course # 2773, Hours: 24
Start • End Dates: 05/21/14 • 08/06/14
Day: W  Time: 6:00P – 8:00P
Cost: 71.25  Location Code: SCC
Building Location: Rm 125
Instructor: Regina Richardson

Course # 2101, Hours: 24
Start • End Dates: 06/02/14 • 07/21/14
Day: M  Time: 8:00A – 11:00A
Cost: 71.25  Location Code: HMC
Building Location: Miriello Rm 103
Instructor: Wayne Norris

Making the Internet Work for You
Although introductory, this course is designed for those who have some experience with the internet and want to enhance their ability to create, store, and use documents. It covers the fundamentals of the Internet emphasizing the use of Word and PowerPoint to enhance the internet experience. Exercises will be accomplished to learn how to capture information from the internet and use it to produce documents. Capturing pictures and sending them to others will be demonstrated and practiced. The student will work with pictures, videos, and sound clips to create personal documents and presentations.

Course # 2133, Hours: 18
Start • End Dates: 05/27/14 • 07/01/14
Day: T  Time: 5:00P – 8:00P
Cost: 71.25  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

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

Course # 2758, Hours: 24
Start • End Dates: 05/22/14 • 08/14/14
Day: Th  Time: 6:00P – 8:00P
Cost: 71.25  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 # 2759, Hours: 24
Start • End Dates: 05/20/14 • 08/05/14
Day: T
Time: 6:00P – 8:00P
Cost: 71.25
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

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, and use templates in MS Excel.

Course # 2103, Hours: 24
Start • End Dates: 05/22/14 • 07/17/14
Day: Th
Time: 6:00P – 9:00P
Cost: 71.25
Location Code: HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: Dennis Shaw

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

Course # 2761, Hours: 18
Start • End Dates: 05/20/14 • 06/24/14
Day: T
Time: 1:00P – 4:00P
Cost: 71.25
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

PowerPoint – Beginning
This course is for beginners to PowerPoint and will stress the basics of navigating the software and creating personal and business presentations that can be transported and shown on other computers. The student will learn how to 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 presentation for easy editing.

Course # 2134, Hours: 18
Start • End Dates: 05/29/14 • 07/10/14
Day: Th
Time: 5:00P – 8:00P
Cost: 71.25
Location Code: WBW
Building Location: Main Bldg Rm 108B
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

For registration information, refer to page 2. For location key, refer to page 3.