

COMPUTER CLASSES SPRING 2010

Prerequisites must be met for computer courses. Courses usually require a textbook and flash drive. Instructors will provide details at the first class meeting, or you may pick up a textbook list at the Continuing Education registration desk in Van Dusen Hall or refer to the list on our web site. If you are uncertain about which course to take, contact Laura Todd at 695-3925 for advice. Call 695-3980 to register.

ABSOLUTE BEGINNERS

Mouse/Keyboard Skills

Free

This workshop teaches students how to properly use a computer mouse and keyboard. Learn which key(s) to use for various tasks, when to click, double-click, and drag your mouse. No prerequisite. 0.3 CEUs

#1176	L. Williams	Jan 6
105 Van Dusen Hall	W	9 am-12

#1177	L. Williams	Jan 6
106 Van Dusen Hall	W	1-4 pm

MICROSOFT WINDOWS

Computing for Beginners Using Windows

\$65 + \$5 tech fee

Become familiar with using a desktop computer while using the Microsoft Windows operating system. Topics covered include starting your computer, saving your work, hardware and software, computer terms and navigating the desktop using the keyboard and mouse.

Prerequisite: Mouse/Keyboard skills. 2.4 CEUs

Windows XP

#1178	R. Kuehl	Jan 7-Feb 2
106 Van Dusen Hall	T/Th	9 am-12

#1179	T. O'Day	Jan 11-Feb 8
106 Van Dusen Hall	M/W	5:30-8:30 pm

Windows Vista

#1180	S. Zimmerman	Jan 6-Feb 3
105 Van Dusen Hall	M/W	3-6 pm

#1181	L. Williams	Jan 11-Feb 8
105 Van Dusen Hall	M/W	9 am-12

#1182	S. Zimmerman	Feb 18-Mar 30
105 Van Dusen Hall	T/Th	6-8 pm

INTRODUCTION TO WINDOWS XP/VISTA

Windows Level 1

\$65 + \$5 tech fee

This course teaches students the basics of Microsoft's operating system. Topics include learning to navigate in Windows, using the start menu, understanding basic file management, printing, and more. Prerequisite: Beginner's class or prior computer experience. 2.0 CEUs

Windows XP

#1183	S. Zimmerman	Jan 7-Feb 2
106 Van Dusen Hall	T/Th	3-5:30 pm
#1184	C. Walls	Jan 26-Feb 23
106 Van Dusen Hall	T/Th	6-8 pm
#1185	D. Kuehl	Feb 4-Mar 2
106 Van Dusen Hall	T/Th	9-11:30 am

Windows Vista

#1186	G. Krasicky	Jan 7-Feb 9
105 Van Dusen Hall	T/Th	4-6 pm
#1187	S. Zimmerman	Feb 8-Mar 3
105 Van Dusen Hall	M/W	3-5:30 pm
#1188	L. Williams	Feb 10-Mar 8
105 Van Dusen Hall	M/W	9 am-12
#1189	P. McLendon	Apr 13-May 11
105 Van Dusen Hall	T/Th	6:30-8:30 pm

NEW! Windows Media Player

\$60 (All Must Pay)

Learn to play and organize digital media files on your computer and on the Internet. Play, rip, and burn CDs; play DVDs; and synchronize your music and videos to portable devices, such as an MP3 player or iPod. Prerequisite: Windows XP or Vista Level 1 or prior computing experience. 1.2 CEUs

#1190	G. Krasicky	Mar 9-25
105 Van Dusen Hall	T/Th	4-6 pm

NEW! Windows Movie Maker

\$60 (All Must Pay)

Learn how to import and organize photos and video clips into a story line, use professional transitions and panning effects, and overlay background music or commentary. Students will be encouraged to bring in their own material to create a presentation and burn it to a DVD. Prerequisite: Windows XP or Vista Level 1 or prior computing experience. 1.2 CEUs

#1191	G. Krasicky	Mar 30-Apr 15
105 Van Dusen Hall	T/Th	4-6 pm

WORD PROCESSING, SPREADSHEETS AND PRESENTATION SOFTWARE

Word 2007 Level 1

\$65 + \$5 tech fee

Word processing basics such as menus, toolbars, creating and saving documents, editing, formatting, and printing are presented in this course using the Microsoft Word 2007 program. Prerequisite: Windows Level 1 or prior Windows experience. 2.4 CEUs

#1192	S. Lee	Jan 7-Feb 9
105 Van Dusen Hall	T/Th	5:30-7:30 pm

Word 2007 Level 2

\$65 + \$5 tech fee

Expand your knowledge of Microsoft Word 2007 program. Prerequisite: Word Level 1. 1.8 CEUs

#1193	S. Lee	Feb 11- Mar 11
105 Van Dusen Hall	T/Th	5:30-7:30 pm

Excel 2007 Level 1

\$65 + \$5 tech fee

Microsoft Excel 2007 spreadsheet software is used to show students how to maintain lists, create simple databases, and create documents using formulas. Students will learn to enter and edit text and formulas, format data, and print worksheets. Prerequisite: Windows: Level 1 or prior Windows experience. 2.4 CEUs

#1194	S. Zimmerman	Mar 1-Apr 12
105 Van Dusen Hall	M/W	6-8 pm

Excel 2007 Level 2

\$65 + \$5 tech fee

Expand your knowledge of Microsoft Excel 2007 Program. Prerequisite: Excel Level 1. 2.4 CEUs

#1195	S. Zimmerman	Apr 14-May 12
105 Van Dusen Hall	M/W	6-8 pm

Effective Presentations with PowerPoint 2007

\$65 + \$5 tech fee

Using Microsoft PowerPoint 2007 software, students will learn to create presentations by creating and editing new slides, adding graphics, creating slide transitions, and more. Prerequisite: Windows Level 1 or prior Windows experience. 1.8 CEUs

#1196	S. Lee	Mar 16-Apr 13
105 Van Dusen Hall	T/Th	5:30-7:30 pm

NEW! OpenOffice

\$65 + \$5 tech fee

A multi-platform and multilingual office suite and an open-source project. Compatible with all other major office suites, free to download

and use. This course will give you an introduction of this free program.
Prerequisite: Windows Level 1 or prior Windows experience. 1.0 CEUs
#1197 D Kuehl Apr 29-May 13
106 Van Dusen Hall T/Th 5:30-7:30 pm

ADVANCED WINDOWS XP/VISTA

Windows Level 2

\$65 + \$5 tech fee

Students will expand their knowledge of the Windows operating system. How to customize their computer by using the control panel, keep their system running smoothly with system maintenance, and advance file management tips and techniques. Prerequisite: Windows Level 1. 1.8 CEUs

Windows XP

#1198 S. Zimmerman Feb 4-25
106 Van Dusen Hall T/Th 3-5:30 pm

Windows Vista

#1200 S. Zimmerman Mar 8-24
105 Van Dusen Hall M/W 3-6 pm

Computing Using Windows XP: Bits and Pieces

\$65 + \$5 tech fee

This course will cover use of Microsoft's Windows XP operating system. Students will confirm their knowledge of computerese, setting up information retrieval using an effective Directory. It will be conducted as a forum to resolve users questions or expand a student's knowledge. Prerequisite: Windows Level 1. 2.0 CEUs.

#1199 D. Kuehl Mar 4-25
106 Van Dusen Hall T/Th 9-12 pm

Computer Maintenance

\$30 (All Must Pay)

You need maintenance for your car; you also need it for your computer. This class will show you how to use the proper tools to clean up unused programs, get rid of unwanted files, and more. Prerequisite: Windows Level 1. 0.6 CEU's

Windows XP

#1201 D. Kuehl Mar 30-Apr 1
106 Van Dusen Hall T/Th 9-12 pm

Windows Vista

#1202 D. Kuehl Apr 20-22
105 Van Dusen Hall T/Th 9-12 pm

Migrating Your Old Desktop to a New PC

\$40 (All Must Pay)

This course is intended for anyone who has purchased or is considering purchasing a new desktop or laptop PC and is dreading the task of migrating his or her files to the new platform. Prerequisite: Windows Level 1. 0.8 CEUs.

#1204	G. Krasicky	Apr 20-29
105 Van Dusen Hall	T/Th	4-6 pm

Backing Up & Protecting Your Computer

\$65 + \$5 tech fee

This course will cover how to backup and restore your computer files.

Prerequisite: Windows Level 1. 1.5 CEUs.

#1205	S. Zimmerman	Mar 2-18
106 Van Dusen Hall	T/Th	3-5:30 pm

MACINTOSH

PC's and Mac's – So, What's the Difference?

Free

This course will introduce you to the differences between the Windows PC and Apple Mac and provide you an opportunity to practice on both machines in a side-by-side comparison. No prerequisite. 0.3 CEUs.

#1206	L. Todd	Jan 6
106 Van Dusen Hall	W	9-11:30 am

#1207	L. Todd	Feb 17
106 Van Dusen Hall	W	9-11:30 am

Using your Macintosh

\$65 + \$5 tech fee

This course will introduce students to the Apple Mac operating system and the bundled software. Students will learn the Mac OS X (Leopard) operating system, the substantial application software included with the system and how to use both. 2.0 CEUs

#1208	T. Blades	Jan 11-Feb 15
106 Van Dusen Hall	M/W	9-11 am

#1209	T. Blades	Apr 12-May 12
106 Van Dusen Hall	M/W	9-11 am

NEW! Using your Mac Applications

\$65 + \$5 tech fee

Learn about all the cool applications that came with your Macintosh computer. Prerequisite Using your Mac. 2.0 CEUs.

#1210	L. Todd	Jan 13-Feb 15
106 Van Dusen Hall	M/W	1-3 pm

#1211	T. Blades	Feb 22-Mar 24
106 Van Dusen Hall	M/W	9-11 am

iLife '09

\$65 + \$5 tech fee

iLife is the software package that consist of iPhoto, iWeb, iMovie, and iDVD etc. that was packaged with your Mac computer. Students will learn iPhoto, iMovie iDVD. Prerequisite: Using your Macintosh. 2.0 CEUs.

#1212	L. Todd	Feb 22-Mar 24
106 Van Dusen Hall	M/W	1-3 pm

iWork '09

\$65 + \$5 tech fee

Apple's amazing productivity suite for the Mac, iWork '09 includes three applications: Pages for word processing with an incredible sense of style; Numbers for powerful, compelling spreadsheets made easy; and Keynote for cinema-quality presentations for everyone. Prerequisite: Macintosh. 2.4 CEUs.

#1213	L. Todd	Mar 29-May10
106 Van Dusen Hall	M/W	1-3 pm

DIGITAL CAMERAS

Getting to Know Your Digital Camera in a Day

\$30 (All Must Pay)

Learn the common features found on most digital cameras, how to use them to produce quality images and how to transfer the images to a computer in just one day. Prerequisite: Computing for Beginner's class. 0.7 CEU's.

#1214	L. Gingerich	Jan 8
105 Van Dusen Hall	F	9-5 pm

#1215	L. Gingerich	Feb 6
105 Van Dusen Hall	S	9-5 pm

#1216	L. Gingerich	Mar 19
105 Van Dusen Hall	F	9-5 pm

#1217	L. Gingerich	Apr 10
105 Van Dusen Hall	S	9-5 pm

NEW! Getting to Know Your Digital Camera in a Day and Beyond

\$65 + \$5 tech fee

This course will introduce or re-introduce you to the settings on your digital camera, how and when to change them, the intricacies of lighting and resolution, transferring images to a PC, printing, and sharing photos with relatives and friends. Students must bring their camera, cables, and manual to the first class. 1.5 CEUs.

#1218	L. Gingerich	Jan 12-26
105 Van Dusen Hall	T/Th	9-12 pm

#1219	L. Gingerich	Feb 9-23
105 Van Dusen Hall	T/Th	9-12 pm

#1220	L. Gingerich	Apr 12-26
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105 Van Dusen Hall M/W 12-3 pm

Shooting Pictures with your SLR Digital Camera

\$65 + \$5 tech fee

Learn to create professional level photographs using state of the art SLR digital cameras. Prerequisite: Getting Acquainted with your Digital Camera class. 1.8 CEUs

#1221 J. Babb Feb-18-Mar 18
115 Van Dusen Hall T/Th 6-8 pm

INTERNET

Surfing, Searching the Internet

\$65 + \$5 tech fee

Do you already use the Internet, but are unsure about how to find the information you want or the product you seek to purchase? This is the class for you. Prerequisite: Windows Level 1 or prior Windows experience. 1.6 CEUs

#1222 S. Zimmerman Mar 29-Apr 19
105 Van Dusen Hall M/W 3-5:30 pm

Windows Live Mail

\$65 + \$5 tech fee

Say goodbye to Outlook Express and Windows Mail, and hello to Windows Live Mail. Windows Live Mail is the NEW Microsoft email client. Prerequisite: Windows Level 1, Internet Basics. 1.2 CEUs.

#1223 D. Kuehl Apr 6-15
106 Van Dusen Hall T/Th 9-12 pm

Buying & Selling on eBay

\$65 + \$5 tech fee

Do you have items in your attic you want to sell or is there something special you seek to purchase? Learn how to buy and/or sell items on eBay. Prerequisite: Windows Level 1 and Internet Basics. 1.0 CEUs

#1224 S. Zimmerman Apr 21-May 10
105 Van Dusen Hall M/W 3-5:30 pm

Internet Safety & Security

\$65 + \$5 tech fee

Learn to protect yourself and your computer from Internet and virus hazards. Topics include controlling spam, adware and pop-ups, running and scheduling virus scans, preventing viruses, installing Windows patches and updates, installing and configuring a firewall, as well preparing a backup in case of disaster. Prerequisite: Windows Level 1 and Internet Basics. 1.0 CEUs

#1225 S. Zimmerman Feb 10-24
105 Van Dusen Hall M/W 5:30-7:30 pm

GRAPHIC PROGRAMS

Using Adobe Photoshop Elements 7

\$65 + \$5 tech fee

Discover the latest version of Adobe Photoshop Elements, how to modify and enhance images, create composite images, and successfully print your work. Prerequisite: Windows Level 1. 2.4 CEUs

#1226	D. Maceluch	Jan 20-Mar 1
105 Van Dusen Hall	M/W	12:30-2:30 pm

PC SUPPORT

PC Maintenance and Networking

\$65 + \$5 tech fee

Designed for the non-technical user, this course is designed to give the student a working knowledge of the parts of a computer, computer safety, upgrading the computer and its peripherals, troubleshooting, improving computer performance, networking basics, Internet access, software and hardware maintenance, and computer security. Students will be encouraged to bring in their computers for hands-on project practice. 2.4 CEUs

#1227	S. Zimmerman	Jan 7-Feb 16
115 Van Dusen Hall	T/Th	6-8 pm