

COMPUTER COURSES

Additional classes may be added throughout the semester. Please refer to our Website for a complete listing of classes. Prerequisites must be met for many 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 Website. Contact Laura Todd at 695-3925 or toddl@sandhills.edu for more information. Call 695-3980 to register.

Due to recent legislation, the NC General Assembly authorizes a registration fee waiver for only one continuing education course per semester for legal NC residents aged 65 years and older. The technology fee is not waived. This does not pertain to "all must pay" courses.

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

#3176 L. Williams Aug 23
105 Van Dusen Hall M 9-Noon

#3177 L. Williams Aug 23
105 Van Dusen Hall M 1-4 pm

Computer Keyboarding

\$65 + \$5 tech fee

This course provides the opportunity to become proficient and accurate on the computer keyboard. Students' work with specialized keyboarding software to build speed and accuracy. Prerequisite: Mouse/Keyboarding Skills. 2.0 CEUs

#3222 B. Clifton Sep 20-Oct 20
105 Van Dusen Hall M/W 3:30-5:30 pm

MICROSOFT WINDOWS

Computing for Beginners Using Windows

\$65 + \$5 tech fee

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate in Windows. 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 or prior computer experience. 2.4 CEUs

Windows XP

#3178 T. Reynolds Sep 8-Oct 18
106 Van Dusen Hall M/W 1-3 pm

NEW Windows 7

#3180 D. Bartlett Aug 24-Sep 16
105 Van Dusen Hall T/Th 8:30-11:30 am

#3181 P. McLendon Sep 21-Oct 28
105 Van Dusen Hall T/Th 6:30-8:30 pm

#3182 L. Williams Oct 13-Nov 10
105 Van Dusen Hall M/W 9-11:30 am

NEW Computing Using XP - Beginners and Level 1

\$65 + \$5 tech fee

This course will cover the use of Microsoft's XP Operating System. (XP will be supported by Microsoft until 2014). 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 or prior computer experience. 2.4 CEUs

#3179 D. Kuehl Aug 31-Sep 23
106 Van Dusen Hall T/Th 9-Noon

NEW Computing Using XP - Level 1 with Q & A

\$65 + \$5 tech fee

This course will cover the use of Microsoft's XP Operating System. (XP will be supported by Microsoft until 2014). Students will confirm their knowledge of Computerese, setting up information retrieval using an effective directory. It is a continuation of Beginners and Level 1 and will be conducted as a forum to resolve users' questions or expand knowledge of their computer. Prerequisite: Computing Using XP - Beginners and Level 1. 2.1 CEUs

#3183 D. Kuehl Oct 7-28
106 Van Dusen Hall T/Th 9-Noon

NEW Intro to Computers using Windows 7 and Word Processing

\$65 + \$5 tech fee

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate in Windows. This course will also introduce students to Microsoft Word for word processing. Prerequisite: Mouse/Keyboard skills or prior computer experience. 2.4 CEUs

#3231 P. Kirk Aug 28-Oct 16
106 Van Dusen Hall S 9-Noon

NEW Intro to Computers using Windows 7, Internet and Email

\$65 + \$5 tech fee

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate in Windows, Internet and email. Prerequisite: Mouse/Keyboard skills or prior computer experience. 2.4 CEUs

#3232 P. Kirk Oct 23-Dec 18
105 Van Dusen Hall S 9-Noon

Please register for Continuing Education classes at least one week prior to the starting date. Classes may fill and prohibit further enrollment or they may be cancelled if enrollment is low.

Continuing Education students must be at least 16 years of age.

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COMPUTER COURSES

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

NEW Windows 7

#3184	L. Williams	Aug 25-Sep 27
105 Van Dusen Hall	M/W	9-11:30 am
#3185	D. Bartlett	Sep 21-Oct 14
105 Van Dusen Hall	T/Th	8:30-11 am
#3186	G. Krasicky	Nov 9-Dec 16
105 Van Dusen Hall	T/Th	4-6 pm

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 pane, keep their system running smoothly with system maintenance, and advance file management tips and techniques. Prerequisite: Windows Level 1. 1.8 CEUs

NEW Windows 7

#3187	D. Bartlett	Oct 19-Nov 4
105 Van Dusen Hall	T/Th	8:30-11:30 am

NEW File Management with Windows 7

\$40 (all must pay)

This course covers the essentials of understanding file management within Windows. Topics include using My Computer and Windows Explorer, creating folders, selecting and moving files to appropriate folders and backing up. Prerequisite: Windows Level 1. 1.0 CEUs

#3190	D. Bartlett	Dec 7-16
105 Van Dusen Hall	T/Th	8:30-11 am

PC SUPPORT

Computer Maintenance Using Software

\$35 (all must pay)

Whether a computer's operating system is XP, Vista, or the new 7, maintenance is very similar. Basic computer knowledge is necessary to participate in this six-hour review of tasks to keep a computer running smoothly and fast. Prerequisite: Windows Level 1. .6 CEUs

#3188	D. Kuehl	Aug 24-26
106 Van Dusen Hall	T/Th	9-Noon
#3189	D. Kuehl	Nov 16-18
106 Van Dusen Hall	T/Th	9-Noon

WINDOWS APPLICATIONS

Windows Movie Maker

\$60 (all must pay)

Windows Movie Maker is an included program in Windows that allows you to create professional presentations that can be exported to DVD medium for play on your home DVD player to view on your TV. 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 Level 1 or prior computing experience. 1.6 CEUs

#3191	G. Krasicky	Sep 14-Oct 7
105 Van Dusen Hall	T/Th	4-6 pm

Windows Media Player

\$45 (all must pay)

Microsoft Windows Media Player is integral to the Windows operating systems. Learn to play and organize digital media files on your computer and on the Internet. In addition, you can use the Player to 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 Level 1 or prior computing experience. 1.2 CEUs

#3192	G. Krasicky	Oct 14-Nov 2
105 Van Dusen Hall	T/Th	4-6 pm

OFFICE APPLICATIONS

NEW Microsoft Office using Word and Excel

\$65 + \$5 tech fee

For many of us, Microsoft Office is part of our daily work flow. This course will teach you the fundamentals of Word and Excel for your everyday activities. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#3193	D. Bartlett	Aug 23-Oct 4
105 Van Dusen Hall	M/W	6-8 pm

Word 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 program. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#3194	S. Lee	Nov 2-Dec 15
115 Van Dusen Hall	T/Th	5:30-7:30 pm

Excel Level 1

\$65 + \$5 tech fee

Spreadsheet software can be used to maintain lists and simple databases, as well as to create budget reports and other documents using formulas. Students are taught the basics of entering and editing both text and formulas, formatting data, and printing worksheets in Excel. Prerequisite: Windows: Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.5 CEUs

#3195	D. Bartlett	Oct 6-Nov 3
105 Van Dusen Hall	M/W	6-8:30 pm

COMPUTER COURSES

Excel Level 2

\$65 + \$5 tech fee

Expand your knowledge of Excel by learning complex formulas, working with multiple spreadsheets, charting and more. Prerequisite: Excel Level 1. 2.5 CEUs.

#3196 D. Bartlett Nov 8-Dec 8
105 Van Dusen Hall M/W 6-8:30 pm

Effective Presentations with PowerPoint

\$65 + \$5 tech fee

Students will learn to create professional presentations using PowerPoint. Topics include creating and editing slides, adding graphics, creating slide transitions, and more. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 1.8 CEUs

#3197 S. Lee Aug 24-Sep 16
115 Van Dusen Hall T/Th 5:30-7:30 pm

#3198 D. Bartlett Nov 9-Dec 2
105 Van Dusen Hall T/Th 8:30-11:30 am

OpenOffice.org

\$65+\$5 tech fee

OpenOffice.org is both a software product and a community of volunteers that produces and supports the software. It's an open-source software application suite--equivalent to Microsoft Office 2007 Professional. It's been distributed FREE, including all upgrades, since 1999. It supports over 110 languages. This course covers the download, installation and concepts of the suite. Basic computer knowledge and familiarity with word processing and spreadsheet is preferred to participate in this fifteen hours of classroom activities. Workbook is required. 1.5 CEUs.

#3199 D. Kuehl Nov 30-Dec 16
106 Van Dusen Hall T/Th 9-11:30 am

FINANCIAL APPLICATIONS

QuickBooks: Level 1

\$65+\$5 tech fee

Learn how to manage your business accounts quickly and easily and how to enter customer, vendor, and banking transactions using QuickBooks Pro. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency and knowledge of accounting fundamentals. 2.4 CEUs

#3200 F. Southerland Aug 24-Sep 30
106 Van Dusen Hall T/Th 6-8pm

QuickBooks: Level 2

\$65+\$5 tech fee

This course expands on Level 1 and covers payroll, Balance Sheet accounts, and P&L accounts. Prerequisite: QuickBooks Pro Level 1. 2.4 CEUs

#3201 F. Southerland Oct 5-Nov 16
106 Van Dusen Hall T/Th 6-8pm

INTERNET

Surfing, Searching the Internet

\$45 (all must pay)

Expand your surfing and searching abilities on the Internet. Topics included advance searching techniques, safe surfing for the protection of your personal identity and more. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 1.2 CEUs

#3202 L. Williams Oct 14-26
105 Van Dusen Hall M/W 12-3 pm

Windows Live Mail

\$35 (all must pay)

Say goodbye to Outlook Express and Windows Mail, and hello to Windows Live Mail. Windows Live Mail is the NEW Microsoft email client. Live Mail is design to work with any operating system. For persons familiar with either Outlook Express or Mail this six hours of hands-on lab work will help make the transition smooth. Prerequisite: Windows Level 1, Internet Basics. .6 CEUs.

#3203 D. Kuehl Nov 2-4
106 Van Dusen Hall T/Th 9-Noon

NEW facebook

\$20 (all must pay)

Millions of people use facebook everyday to keep up with friends, upload photos, share links and videos, and learn more about the people they meet. This course will help you setup a facebook account and connect with other facebook members. Prerequisite: Windows Level 1, Internet Basics. .4 CEUs.

#3204 L. Todd Sep 9-10
106 Van Dusen Hall Th/F 1-3:30 pm

#3205 L. Todd Nov 18-19
106 Van Dusen Hall Th/F 1-3:30 pm

Buying & Selling on eBay

\$65 + \$5 tech fee

Do you have some items in your attic you want to sell or is there a rare piece of pottery you're wanting to purchase? Learn how to buy and/or sell items on eBay. Prerequisite: Windows Level 1 and Internet Basics. 1.5 CEUs

#3234 B. Clifton Aug 25-Sep 15
105 Van Dusen Hall M/W 1-3:30 pm

NEW Buying & Selling on craigslist

\$65 + \$5 tech fee

Craigslist is a centralized network of online communities, featuring free online classified advertisements. Prerequisite: Windows Level 1 and Internet Basics. 1.5 CEUs

#3235 B. Clifton Nov 29-Dec 15
105 Van Dusen Hall M/W 1-3:30 pm

MACINTOSH

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

Free

This course will provide students with a side by side comparison between the Windows PC and Apple Macintosh computers. No prerequisite. 0.25 CEUs.

#3206 L. Todd Aug 23
106 Van Dusen Hall M 9:30-Noon

#3207 L. Todd Nov 2
106 Van Dusen Hall T 1:30-4 pm

Using your Macintosh Computer

\$65 + \$5 tech fee

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate. 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 or prior computer experience. 2.3 CEUs

#3208 L. Todd Aug 25-Sep 27
106 Van Dusen Hall M/W 9:30-Noon

COMPUTER COURSES

Using your Mac Applications

\$65 + \$5 tech fee

In this course, students will explore all the preinstalled powerful applications: iCal, iLife, Stickies, Dashboard and more. Prerequisite: Using your Mac. 2.3 CEUs.

#3209 L. Todd Sep 29-Oct 27
106 Van Dusen Hall M/W 9:30-Noon

iWork '09

\$65 + \$5 tech fee

Apple's amazing productivity suite for the Mac, iWork 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: Using your Macintosh and Using your Mac Applications. 2.3 CEUs.

#3210 L. Todd Nov 1-Dec 1
106 Van Dusen Hall M/W 9:30-Noon

NEW Microsoft Office 2008 for your Macintosh Computer

\$65 + \$5 tech fee

Office 2008 for Mac is the best option for Mac users who share documents at home, work, or at school. It comes packed with powerful features for creating artful documents, dynamic spreadsheets, and effective presentations. Plus it's compatible. You can be confident that your documents will open correctly on Mac or PC. Prerequisite: Using your Macintosh. 1.8 CEUs

#3211 L. Todd Aug 24-Oct 26
106 Van Dusen Hall T 1:30-3:30 pm

iPhoto

\$40 (all must pay)

iPhoto is an image management application. It allows users to import photographs from cameras or disks, edit the photographs using basic image editing tools, or create albums and slide shows which can be published on the web or saved to a file. Prerequisite: Using your Mac and Using your Mac Applications. 1.0 CEUs

#3212 L. Todd Dec 6-15
106 Van Dusen Hall M/W 9:30-Noon

iMovie & iDVD

\$40 (all must pay)

iMovie allows users to create movies from a variety of file sources. The sources can include digital video cameras, DV-encoded movie files or a collection of pictures. The final result can be written to DVD, CD, DV camera or saved as a file. Prerequisite: Using your Mac and Using your Mac Applications. 1.0 CEUs

#3213 L. Todd Dec 6-15
106 Van Dusen Hall M/W 1:30-4 pm

NEW iWeb

\$65 + \$5 tech fee

iWeb is an iLife application that helps you create professional looking websites quickly, without needing to know how to program or how to write HTML. Create your site using themes. Customize it with photos, movies, text, and widgets. Then publish to MobileMe or any other hosting service. iWeb even notifies Facebook when your site changes and adds a link to your profile so your friends stay up to date. Prerequisite: Using your Mac and Using your Mac Applications. 1.2 CEUs

#3214 L. Todd Nov 9-Dec 14
106 Van Dusen Hall T 1:30-3:30 pm

NEW Surfing, Searching the Internet with Safari Web Browser

\$45 (all must pay)

Explore the Internet and World Wide Web with Apple's web browser Safari. Topics include customizing the browser, searching, bookmarks, and RSS feeds. Prerequisite: Using your Mac and Using your Mac Applications. 1.2 CEUs

#3215 T. Reynolds Oct 20-Nov 8
106 Van Dusen Hall M/W 1-3 pm

DIGITAL PHOTOGRAPHY

NEW Buying a Digital Camera

\$20 (all must pay)

Ready to purchase a digital camera or upgrade the one you have now? Join Laura Gingerich for a two hour rundown on the hottest point and shoot cameras as well as DSLR's on the market today. No prerequisite. .2 CEUs

#3216 L. Gingerich Oct 25
105 Van Dusen Hall M 11:30-1:30 pm

#3217 L. Gingerich Nov 17
105 Van Dusen Hall W 11:30-1:30 pm

Getting to Know Your Digital Camera in a Day

\$35 (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. Prerequisites: Windows: Level 1 or prior Windows experience with mouse and keyboard proficiency. 0.65 CEU's.

#3218 L. Gingerich Aug 27
105 Van Dusen Hall F 9-4 pm

#3219 L. Gingerich Oct 1
106 Van Dusen Hall S 9-4 pm

3220 L. Gingerich Dec 17
105 Van Dusen Hall F 9-4 pm

Getting to Know Your Digital Camera and Beyond

\$65 + \$5 tech fee

Do you have a digital camera but remain puzzled about all the buttons, dials and menu choices? This course will introduce or re-introduce you to the settings on your 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. Please contact the instructor prior to class gingerichl@sandhills.edu. 1.5 CEUs.

#3221 L. Gingerich Aug 23-Sep 1
106 Van Dusen Hall M/W/Th 2-5 pm

#3222 L. Gingerich Sep 23-Oct 1
106 Van Dusen Hall T/Th/F 2-5 pm

#3223 L. Ginerich Nov 8-17
105 Van Dusen Hall M/W/F 2-5pm

COMPUTER COURSES

GRAPHIC PROGRAMS

Google's Picasa 3 **\$45 (all must pay)**

Learn to use this free download to find, organize and edit your pictures. Learn how to crop, remove red eye, fix the contrast and color, and write captions on your pictures. This program can also be used to share your photos, and make slideshows. Prerequisite: Windows Level 1, Internet Basics. 1.2 CEUs

#3224 G. Krasicky Aug 24-Sep 9
105 Van Dusen Hall T/Th 4-6 pm

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. 2.0 CEUs

#3225 D. Maceluch Sep 20-Oct 20
105 Van Dusen Hall M/W 1-3 pm

DESKTOP PUBLISHING

NEW Publishing your photo in a Book (Photo Book)

\$45 (all must pay)

Do you currently have all your photos in a shoe box or on your computer? Would it be nice to have them nicely bound in a book you can place on the coffee table? This course will help you with your collection of picture and have them printed in a nice hard bound book. Prerequisite: Windows Level 1 and Internet Basics. 1.2 CEUs

#3226 L. Gingerich Oct 25-Nov 1
105 Van Dusen Hall M/W/F 2-5 pm

COMPUTER CERTIFICATIONS

Get certified with A+ and/or Network + before December 31, 2010 to obtain lifetime certification and avoid the new 3-year renewal requirements.

NEW! A+ Test Prep **\$120 + \$5 tech fee**

The Computing Technology Industry Association (CompTIA) A+ Certification is the industry standard for validating the foundational skills to be a successful computer support technician. This hybrid course will provide flexibility for working professionals by delivering most of the content online combined with three Saturday classes filled with intensive hands-on labs and instructor-led practice exams and comprehensive review of course concepts and exam readiness. The course has been designed to prepare students to take and pass the two exams that comprise the A+ Certification, CompTIA's 220-701 A+ Essentials exam and CompTIA's 220-702 Practical Application Exam. Testing fees are not included. 2.8 CEUs

#3227 B. Barber Sep 11-25
225 Little Hall S/Hybrid 9-4 pm

#3227 B. Barber Nov 6-20
225 Little Hall S/Hybrid 9-4 pm

NEW! Network + Test Prep **\$120 + \$5 tech fee**

The Computing Technology Industry Association (CompTIA) Network+ Certification is the premier international vendor-neutral networking certification. This hybrid course will provide flexibility for working professionals by delivering most of the content online combined with three Saturday classes filled with intensive hands-on labs and instructor-led practice exams and comprehensive review of course concepts and exam readiness. This course has been designed to prepare students to take and pass CompTIA's 2009 version of the Network+ exam. The testing fees are not included. A+ certification or equivalent knowledge is beneficial but not required. 2.8 CEUs

#3229 B. Barber Oct 16-30
225 Little Hall S/Hybrid 9-4 pm

#3230 B. Barber Dec 4-18
225 Little Hall S/Hybrid 9-4 pm

Creating Success Hope Opportunity Careers



Early Childhood Education • Golf Course Management
Nursing • Therapeutic Massage

**Fall Semester Begins
Monday, August 16
for Curriculum Programs**

Class Registration: Thursday, August 12
New students need to apply, request transcripts,
test and pre-advise by Tuesday, August 10.

Please register for Continuing Education classes at least one week prior to the starting date. Classes may fill and prohibit further enrollment or they may be cancelled if enrollment is low.

Continuing Education students must be at least 16 years of age.

Due to recent legislation, the NC General Assembly authorizes a registration fee waiver for only one continuing education course per semester for legal NC residents aged 65 years and older. This does not pertain to "all must pay" courses. The technology fee is not waived.