

# ABSOLUTE BEGINNERS SPRING SEMESTER 2012

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## **Mouse/Keyboard Skills** **\$10 (all must pay)**

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 5
105 Van Dusen Hall	Th	9-Noon

#1177	L. Williams	Jan 5
105 Van Dusen Hall	Th	1-4 pm

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## **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**

#1179	D. Kuehl	Jan 31-Feb 21
106 Van Dusen Hall	T/Th	9-Noon

### **Windows 7**

#1180	T. Reynolds	Jan 9-Feb 21
105 Van Dusen Hall	M/W	8:30-11:30 am

#1181	P. McLendon	Jan 10-Feb 7
105 Van Dusen Hall	T/Th	6:30-9 pm

#1182	B. Clifton	Mar 26-Apr 25
105 Van Dusen Hall	M/W	8:30-11 am

#1183	D. Bartlett	Mar 27-Apr 19
105 Van Dusen Hall	T/Th	8:30-11:30 am

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## **Intro to Computers using Windows 7**

### **& Microsoft Office 2010** **\$120 + \$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. Student will also take a look at Office 2010 for word processing, spreadsheets and presentations. Prerequisite: Mouse/Keyboard skills or prior computer experience. 4.5 CEUs

#1184	P. Kirk	Jan 14-Apr 28
105 Van Dusen Hall	S	9-Noon