

ADVANCED MICROSOFT WINDOWS SPRING SEMESTER 2012

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

Windows 7

#1195	D. Bartlett	Feb 7-23
105 Van Dusen Hall	T/Th	8:30-11:30 am

NEW! Help & How to Windows 7 **\$65 + \$5 tech fee**

Learn the ins and outs of Windows 7 from basic file management to personalizing your PC. Whether you are new to Windows 7 or you just need a refresher on Windows 7, this class is for you.

1.8 CEUs

#1194	C. Walls	Jan 24-Feb 21
West Pine Elementary	T/Th	6-8 pm

File Management with Windows 7 **\$65 + \$5 tech fee**

Where's my stuff? Having trouble finding the documents, pictures and other files you KNOW are on your computer? Managing computer files on a modern PC requires knowledge, discipline, and organization. Learn effective methods to create logical file management strategies by incorporating a proven technique that involves hands-on exercises. Backing up files and migrating data from one PC to another will also be included. Prerequisite: Windows XP, Vista or W7 Level 1, or prior computing experience.

1.2 CEUs

#1193	D. Bartlett	Jan 9-25
105 Van Dusen Hall	M/W	4-6 pm

Managing your Digital Photos **\$65 + \$5 tech fee**

Where's my stuff? Having trouble finding the pictures you KNOW are on your computer? Managing computer files on a modern PC requires knowledge, discipline, and organization. Learn effective methods to create logical file management strategies by incorporating a proven technique that involves hands-on exercises. Backing up files. Prerequisite: Windows XP, Vista or W7 Level 1, or prior computing experience. 1.2 CEUs

#1196	D. Bartlett	Apr 25-May 14
105 Van Dusen Hall	M/W	4-6 pm