

INTRODUCTION TO MICROSOFT WINDOWS SPRING SEMESTER 2012

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

#1189	D. Kuehl	Feb 23-Mar 15
106 Van Dusen Hall	T/Th	9-Noon

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

#1187	J. Morningstar	Jan 23-Mar 26
106 Van Dusen Hall	M	4-6 pm

Windows 7

#1185	D. Bartlett	Jan 10-Feb 2
105 Van Dusen Hall	T/Th	8:30-11 am

#1190	T. Reynolds	Feb 27-Mar 21
105 Van Dusen Hall	M/W	8:30-11 am

#1191	G. Krasicky	Apr 10-May 10
105 Van Dusen Hall	T/Th	4-6 pm

#1192	D. Bartlett	Apr 24-May 15
105 Van Dusen Hall	T/Th	8:30-11:30 am

Using Computers in the Medical Office

\$120 + \$5 tech fee

Computers play such an important roll in today's world. With computer constantly changing, sometimes it may feel a little overwhelming. This class may help you if you are already at a job or looking for a job in the medical field. 4.6 CEUs

#1186	B. Clifton	Jan 14-Apr 28
106 Van Dusen Hall	S	9-Noon