

Course #	Course Title	Instructor	Begin Date	End Date	Day	Time	Location	Cost	
Absolute Beginners									
1176	Mouse and Keyboarding Skills	L. Williams	Jan 5	Jan 5	Th	9-Noon	V105	\$10	
1177	Mouse and Keyboarding Skills	L. Williams	Jan 5	Jan 5	Th	1-4pm	V105	\$10	
1178	Keyboarding in the Medical Office	B. Clifton	Jan 10	Feb 16	T/Th	9-11am	109 Upchurch Hall Hoke	\$65	
1179	Computer for Beginners using Windows XP	D. Kuehl	Jan 31	Feb 21	T/Th	9-Noon	V106	\$65	
1180	Computer for Beginners using Windows 7	T. Reynolds	Jan 9	Feb 6	M/W	8:30-11:30am	V105	\$65	
1181	Computer for Beginners using Windows 7	P. McLendon	Jan 10	Feb 7	T/Th	6:30-9pm	V105	\$65	
1182	Computer for Beginners using Windows 7	B. Clifton	Mar 26	Apr 25	M/W	8:30-11am	V105	\$65	
1183	Computer for Beginners using Windows 7	D. Bartlett	Mar 27	Apr 19	T/Th	8:30-11:30am	V105	\$65	
1184	Introduction to Computers with Microsoft Office	P. Kirk	Jan 14	Apr 28	S	9-Noon	V105	\$120	
Introductory Windows									
1187	Windows XP: Level 1	J. Morningstar	Jan 23	Mar 26	M	4-6pm	V106	\$65	
1189	Computing using XP: Level 1 with Q & A	D. Kuehl	Feb 23	Mar 15	T/Th	9-Noon	V106	\$65	
1185	Windows 7 Level 1	D. Bartlett	Jan 10	Feb 2	T/Th	8:30-11am	V105	\$65	
1190	Windows 7 Level 1	T. Reynolds	Feb 27	Mar 21	M/W	8:30-11am	V105	\$65	
1191	Windows 7 Level 1	G. Krasicky	Apr 10	May 10	T/Th	4-6pm	V105	\$65	
1192	Windows 7 Level 1	D. Bartlett	Apr 24	May 15	T/Th	8:30-11:30am	V105	\$65	
1186	Computers in the Medical Office	B. Clifton	Jan 14	Apr 28	S	9-Noon	V106	\$120	
1188	Computers in the Medical Office	B. Clifton	Feb 21	May 8	T/Th	9-11am	109 Upchurch Hall Hoke	\$120	
Advanced Windows									
1195	Windows 7 Level 2	D. Bartlett	Feb 7	Feb 23	T/Th	8:30-11:30am	V105	\$65	
New	1194	Help & How to Windows 7	C. Walls	Jan 24	Feb 21	T/Th	6-8pm	West Pine Elementary	\$65
	1193	File Management with Windows 7	D. Bartlett	Jan 9	Jan 25	M/W	4-6pm	V105	\$65
	1196	Managing your Digital Photos in Windows 7	D. Bartlett	Apr 25	May 14	M/W	4-6pm	V105	\$65
Computer Maintenance									
1197	Computer Maintenance	D. Kuehl	Jan 10	Jan 17	T/Th	9-11:30am	V106	\$40	
1198	Computer Maintenance	D. Kuehl	Jan 10	Jan 17	T/Th	5:30-8pm	V115	\$40	
1199	Upgrade & Repair	TBA	Jan 23	Feb 22	M/W	5-7pm	V115	\$65	
1200	Migrating your Old Desktop to a New PC	TBA	Feb 27	Mar 5	M/W	5-7pm	V115	\$40	
Windows Applications									
1201	Windows Media Player	G. Krasicky	Jan 10	Jan 26	T/Th	4-6pm	V105	\$70	
1202	Windows Live Movie Maker	G. Krasicky	Mar 13	Apr 5	T/Th	4-6pm	V105	\$70	
Office Applications									
1204	Using Microsoft Word and PowerPoint 2010	D. Bartlett	Feb 28	Mar 22	T/Th	8:30-11:30am	V105	\$65	
1203	Microsoft Excel 2010 Level 1	D. Bartlett	Jan 30	Mar 7	M/W	4-6pm	V105	\$65	
1205	Microsoft Excel 2010 Level 2	D. Bartlett	Mar 12	Apr 23	M/W	4-6pm	V105	\$65	
1206	OpenOffice.org Core Task	D. Kuehl	Mar 20	Apr 12	T/Th	9-11:30am	V106	\$65	
1207	OpenOffice.org Comprehensive Writer	D. Kuehl	Apr 17	May 10	T/Th	9-11:30am	V106	\$65	
1208	OpenOffice.org Comprehensive Writer	D. Kuehl	Apr 17	May 10	T/Th	5:30-8pm	V106	\$65	
Desktop Publishing									
New	1209	My Publisher	C. Walls	Apr 17	May 3	T/Th	6-8pm	West Pine Elementary	\$65
Photography									
1210	Picasa 3	G. Krasicky	Feb 21	Mar 8	T/Th	4-6pm	V105	\$60	
1211	Picasa 3	C. Walls	Mar 20	Apr 5	T/Th	6-8:30pm	West Pine Elementary	\$60	
Financial Applications									
1212	QuickBooks Level 1	F. Southerland	Feb 9	Mar 8	T/Th	6-8:30pm	V105	\$65	
1213	QuickBooks Level 2	F. Southerland	Mar 13	Apr 10	T/Th	6-8:30pm	V105	\$65	
Macintosh									
1214	What is the Difference Between a Mac & PC?	L. Todd	Jan 5	Jan 5	Th	9:30-Noon	V106	\$10	
New	1215	Using you Mac Computer using Lion	L. Todd	Jan 9	Feb 8	M/W	9:30-Noon	V106	\$65
New	1216	Mac App with Lion	L. Todd	Feb 13	Mar 12	M/W	9:30-Noon	V106	\$65
New	1217	Pages & Number '09	L. Todd	Mar 14	Apr 16	M/W	9:30-Noon	V106	\$65
1254	Aperture	L. Todd	Apr 18	May 7	M/W	9:30-Noon	V106	\$65	
iPad									
1219	What is an iPad?	L. Todd	Jan 5	Jan 5	Th	1:30-4pm	TBA	\$10	
New	1220	Getting to Know your iPad	L. Todd	Jan 10	Feb 14	T/Th	1:30-3:30pm	V106	\$65
New	1221	Going further with your iPad	L. Todd	Feb 21	Mar 20	T/Th	1:30-3:30pm	V106	\$65
New	1222	iPad apps - Round Table Discussion	L. Todd	Apr 3	Apr 17	T/Th	1:30-3:30pm	V106	\$40
New	1223	Photo Editing & Movie Making with the iPad	L. Todd	Apr 19	May 3	T/Th	1:30-3:30pm	V106	\$40
Networking									
New	1256	Network Fundamentals	B. Henderson	Feb 24	Mar 16	F	1-4pm	TBA	\$65
New	1255	Document your Business Network	B. Henderson	Apr 13	Apr 20	F	1-4pm	TBA	\$50
Internet & Email									
New	1224	Google Calendar	L. Williams	Jan 9	Jan 30	M/W	1-3pm	V106	\$65
New	1226	Google Docs	L. Williams	Feb 1	Feb 20	M/W	1-3pm	V106	\$65
New	1227	Google Chrome/Scholar	L. Williams	Feb 22	Mar 12	M/W	1-3pm	V106	\$65
New	1228	Google Voice	L. Williams	Mar 14	Apr 2	M/W	1-3pm	V106	\$65
New	1229	Gmail	L. Williams	Apr 30	May 14	M/W	1-3:30pm	V106	\$65
1225	Windows Live Mail	D. Kuehl	Jan 19	Jan 26	T/Th	9-11:30am	V106	\$40	
1230	Buying and Selling on eBay	B. Clifton	Apr 30	May 14	M/W	8:30-11am	V105	\$65	
Social Networking									
New	1232	Introduction to Social Networking	D. Blide	Jan 11	Feb 15	W	6-8pm	V106	\$50
1231	Social Media Manager Certification	D. Blide	Jan 10	Feb 16	T/Th	6-8pm	V106	\$65	
1233	Social Media Manager Certification	D. Blide	Mar 6	Apr 12	T/Th	6-8pm	V106	\$65	
Digital Cameras									
1234	Digital Photography	C. Walls	Feb 28	Mar 15	T/Th	6-8pm	West End Elementary	\$70	
1241	Getting to Know your Camera in a day (non DSLR Camera only)	L. Gingerich	Jan 20	Jan 20	F	9-4pm	V105	\$40	
1242	Getting to Know your Camera in a day (non DSLR Camera only)	L. Gingerich	Feb 17	Feb 17	F	9-4pm	V105	\$40	
1243	Getting to Know your Camera in a day (non DSLR Camera only)	L. Gingerich	Apr 27	Apr 27	F	9-4pm	V105	\$40	
1238	Getting to Know your SLR Camera	L. Gingerich	Jan 13	Jan 13	F	9-4pm	V105	\$40	
1239	Getting to know your SLR Camera	L. Gingerich	Feb 10	Feb 10	F	9-4pm	V105	\$40	
1240	Getting to Know your SLR Camera	L. Gingerich	Apr 20	Apr 20	F	9-4pm	V105	\$40	
New	1235	Getting to Know your Canon EOS DSLR in a day	L. Gingerich	Jan 6	Jan 6	F	9-4pm	V105	\$40
New	1236	Getting to Know your Canon EOS DSLR in a day	L. Gingerich	Feb 3	Feb 3	F	9-4pm	V105	\$40
New	1237	Getting to Know your Canon EOS DSLR in a day	L. Gingerich	Apr 13	Apr 13	F	9-4pm	V105	\$40
1246	Getting to Know your Digital Camera and Beyond	L. Gingerich	Jan 10	Jan 26	T/Th	12-2pm	V105	\$50	
1247	Getting to Know your Digital Camera and Beyond	L. Gingerich	Feb 9	Feb 28	T/Th	12-2pm	V105	\$50	
1248	Getting to Know your Digital Camera and Beyond	L. Gingerich	Apr 12	May 1	T/Th	12-2pm	V105	\$50	
New	1244	Getting to Know your Digital Camera Review	L. Gingerich	Feb 7	Feb 7	T	2-5pm	V105	\$20
New	1245	Getting to Know your Digital Camera Review	L. Gingerich	May 8	May 8	T	1-4pm	V105	\$20
Graphics Programs									
New	1249	Photoshop Elements 10	D. Maceluch	Jan 18	May 9	W	6-8:30pm	V105	\$120
New	1250	Photoshop Elements 10 Level 1 - Getting Organized with Elements Organizer	D. Maceluch	Jan 18	Feb 20	M/W	12-2pm	V105	\$65
New	1251	Photoshop Elements 10 Level 2 - All about Elements full Editor	D. Maceluch	Mar 12	Apr 23	M/W	12-2pm	V105	\$65
Test Prep									
1252	A+ Test Prep	B. Barber	Feb 3	Feb 18	F/S	5:30-8:30pm F 9-3pm S	C152/Hybrid	\$120	
1253	Network+ Test Prep	B. Barber	Mar 2	Mar 17	F/S	5:30-8:30pm F 9-3pm S	C152/Hybrid	\$120	
Sandhills Hoke Center									
1178	Keyboarding in the Medical Office	B. Clifton	Jan 10	Feb 16	T/Th	9-11am	109 Upchurch Hall Hoke	\$65	
1188	Computers in the Medical Office	B. Clifton	Feb 21	May 8	T/Th	9-11am	109 Upchurch Hall Hoke	\$120	

Please call 695-3980 to register for classes if using MC/VISA or stop by Van Dusen Hall.
Most computer classes require the purchase of a text and/or flash drive.

Attention: 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 or older. The technology fee is not waived. This does not pertain to "All Must Pay" courses.