

COMPUTER COURSES

Prerequisites must be met for 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 web site. If uncertain about which course to take, contact Laura Todd at 695-3925 for advice. Call 695-3980 to register.

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.

2276	Todd	May 18	May 18	M	9-12	v106
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MICROSOFT WINDOWS

Computing for Beginners Using Windows

\$55 + \$5 tech fee

Become familiar with using a desktop computer while using the Microsoft Windows operating system. Topics covered include starting your computer, saving your work, hardware and software, computer terms and navigating the desktop using the keyboard and mouse. No prerequisite. 2.4 CEUs.

Windows XP

2277	Kuehl	May 19	Jun 11	T/Th	9-12	v106
2278	O'Day	Jun 22	Jul 15	M/W	6-9	v106

Windows Vista

2279	Biggs	May 18	Jun 22	M/W	6-8:30	v105
2280	Todd	May 20	Jun 22	M/W	9-11:30	v105

INTRODUCTION TO WINDOWS

Windows Level 1

\$55 + \$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

2281	Krasicky	May 19	Jun 11	T/Th	3-5:30	v106
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Windows Vista

2282	Krasicky	Jun 16	Jul 9	T/Th	3-5:30	v105
2283	Todd	Jun 24	Jul 20	M/W	9-11:30	v105
2284	Biggs	Jun 24	Jul 20	M/W	6-8:30	v105

ADVANCED WINDOWS

Windows Level 2

\$55 + \$5 tech fee

Students will expand their knowledge of the Windows operating system and learn how to customize their computer by using the control panel. Also included will be instruction on keeping systems running smoothly with system maintenance and advanced file management tips and techniques. Prerequisite: Windows Level 1. 1.75 CEUs.

Windows XP

2285	Umland	Jun 1	Jun 17	M/W	6-9	v106
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Windows Vista

2286	Biggs	Jul 22	Aug 12	M/W	6-8:30	v105
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NEW! Computing Using Windows XP: Bits and Pieces**\$55 + \$5 tech fee**

This course will cover use of Microsoft's Windows XP operating system. Students will confirm their knowledge of computerese, setting up information retrieval using an effective Directory. It will be conducted as a forum to resolve users questions or expand a student's knowledge. Prerequisite: Windows Level 1. 2.0 CEUs.

2287	Kuehl	Jun 16	Jul 9	T/Th	9-11	v106
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NEW! Migrating Your Old Desktop to a New PC**\$50 + \$5 tech fee**

This course is intended for anyone who has purchased or is considering purchasing a new desktop or laptop PC and is dreading the task of migrating his or her files to the new platform. Prerequisite: Windows Level 1. 0.6 CEUs.

2288	Krasicky	Jul 14	Jul 21	T/Th	3-5	v106
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WORD PROCESSING, SPREADSHEETS AND PRESENTATION SOFTWARE**Word 2007: Level 1****\$55 + \$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 2007 program. Prerequisite: Windows Level 1 or prior Windows experience. 2.0 CEUs

2289	Biggs	Jun 29	Jul 22	M/W	3-5:30	v105
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Excel 2007: Level 1**\$55 + \$5 tech fee**

Learn to maintain lists, create simple databases, create documents using formulas, how to enter and edit text and formulas, format data, and print worksheets. Prerequisite: Windows: Level 1 or prior Windows experience. Students should purchase their text prior to class at the SCC bookstore. 2.0 CEUs

2290	Biggs	Jun 1	Jun 24	M/W	3-5:30	v105
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NEW! OpenOffice**\$50 + \$5 tech fee**

This class will introduce students to the free OpenOffice software program. OpenOffice is a fully featured office suite compatible with leading office products. Prerequisite: Windows Level 1 or prior Windows experience. 1.0 CEUs.

2291	Walls	Jun 29	Jul 2	M-Th	12-2:30	v106
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MACINTOSH**PC's and Mac's – So, What's the Difference?****Free**

This new course will introduce you to the differences between the Windows PC and Apple Mac and provide you an opportunity to practice on both machines in a side-by-side comparison. No prerequisite. 0.3 CEUs.

2292	Todd	May 18	May 18	M	1-4	v105
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Macintosh with Leopard**\$55 + \$5 tech fee**

This course will introduce students to the Apple Mac operating system and its bundled software. Students will learn the Mac OS X operating system, the substantial application software included with the system and how to use both. 2.4 CEUs

2293	Todd	May 19	Jun 18	T/Th	9-11:30	v105
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Advanced Mac with Leopard**\$55 + \$5 tech fee**

Take your knowledge of the Macintosh computer and expand it with this advanced Mac course. Students will learn advance techniques to keep the Macintosh running happy. Prerequisite: Macintosh. 2.0 CEUs

2294	Todd	Jun 23	Jul 14	T/Th	9-11:30	v105
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Mail & Safari**\$55 + \$5 tech fee**

Explore the Internet and World Wide Web with Macintosh web browser. Learn to send and receive email and attachments with Macintosh email client. Prerequisite: Macintosh. 1.2 CEUs.

2295	Todd	Jun 23	Jul 9	T/Th	1-3	v105
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NEW! iLife '09**\$55 + \$5 tech fee**

iLife is the software package that consist of iPhoto, iWeb, iMovie, and iDVD etc. that was package with your Mac computer. Students will learn iPhoto and iDVD. Prerequisite: Macintosh. 2.0 CEUs.

2296	Todd	Jul 16	Aug 13	T/Th	9-11:30	v105
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MobileMe**\$50 + \$ 5 tech fee**

MobileMe is the Internet service from Apple that keeps your email, contacts, and calendar up to date across your iPhone, iPod touch, Mac, and PC. Prerequisite: Macintosh class. Must have a MobileMe or .Mac Account. 1.0 CEUs

2297	Todd	May 19	Jun 2	T/Th	1-3	v105
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NEW iWork '09**\$55 + \$5 tech fee**

Apple's amazing productivity suite for the Mac, iWork '09 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: Macintosh. 2.5 CEUs.

2298	Todd	Jul 22	Aug 12	M/W	9-11:30	v105
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DIGITAL CAMERAS**Digital Camera 911****\$50 + \$5 tech fee**

Must have taken a previous digital camera class. From file management to camera settings, get the answers to your digital camera questions. Prerequisite: Getting to Know your Digital Camera, Windows Level 1. 1.0 CEUs.

2314	Walls	Jun 2	Jun 16	T/Th	6-8	West End
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Getting to Know Your Digital Camera in a Day**\$30 (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. Prerequisite: Computing for Beginner's class. 0.8 CEU's.

2299	Gingerich	Jun 5	Jun 5	F	9-5	v106
2300	Gingerich	Jul 10	Jul 10	F	9-5	v106
2301	Gingerich	Aug 14	Aug 14	F	9-5	v106

NEW Advance Digital Camera**\$50 + \$5 tech fee**

Learn more about the digital camera, its features and capabilities and how to use them to create professional level photographs for your type of camera. Prerequisite: Getting to Know your Digital Camera. 1.0 CEUs

2302	Walls	Aug 3	Aug 7	M-F	3-5	v106
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Shooting Great Pictures with your SLR Digital Camera**\$55 + \$5 tech fee**

Learn to create professional level photographs using state of the art SLR digital cameras. 1.8 CEUs

2303	Babb	May 19	Jun 16	T/Th	6-8	Little Hall 227
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Shooting Great Pictures with your SLR using Light in Photography \$55 + \$5 tech fee

In this course the student will learn to use ambient and artificial light to enhance their Photography. Prerequisite: Shooting Great Pictures with your SLR Digital Camera 2.24 CEU's

2304	Babb	Jun 18	Jul 21	T/Th	6-8:30	Little Hall 227
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NEW! Great Pictures with your SLR Camera & HDR Photography \$55 + \$5 tech fee

Learn to use multiple exposures to create High Dynamic Range Images. Prerequisite: Shooting Great Pictures with your SLR Digital Camera, Shooting Great Pictures with your SLR using Light in Photography & Photoshop Elements. 1.8 CEUs.

2305 Babb Jul 23 Aug 13 T/Th 6-8 Little Hall 227

MULTIMEDIA**Managing Your Digital Photos****\$50 + \$5 tech fee**

This class will focus on methods to efficiently store photos and images so that they can be accessed and used easily. Students will learn about file size, storage options, e-mailing photos, and printing. Prerequisites: Windows Level 1 or prior Windows experience. 1.0 CEUs

Windows XP

2306 Gingerich May 18 Jun 1 M/W 1-3 v106

Windows Vista

2307 Gingerich Jun 3 Jun 15 M/W 1-3 v105

Photo Sharing on the Internet**\$30 (All Must Pay)**

Do you have all those photos in your computer you want to share with family and friends? Come find out how you can use the Internet to share your photos with people around the world. Prerequisites: Windows Level 1 or prior Windows experience. Internet experience needed. 0.6 CEUs

2308 Gingerich Jul 6 Jul 13 M/W 1-3 v106

INTERNET**NEW! Surfing, Searching the Internet with IE 7****\$55 + \$5 tech fee**

Do you already use the Internet, but are unsure how to find information you want or the product you would like to purchase? This class is for you. Prerequisite: Windows Level 1 or prior Windows experience. 1.2 CEUs

2309 O'Day Jul 20 Jul 29 M/W 6-9 v106

NEW! Freeware**Free**

The Internet has many free resources, come find out what they are and how safe they are for your computer. Prerequisite: Windows Level 1, Internet Basics. 0.6 CEUs.

2310 Weigel Jul 15 Jul 20 M/W 1-4 v106

NEW! Windows Live Mail**\$55 + \$5 tech fee**

Say goodbye to Outlook Express and Windows Mail, and say hello to Windows Live Mail. Windows Live Mail is the NEW Microsoft email client. Come find out what it's all about. Prerequisite: Windows Level 1, Internet Basics. 1.2 CEUs.

2311 Kuehl Jul 14 Jul 30 T/Th 9-11 v106

IMAGE EDITING PROGRAMS**NEW! Google's Picasa 3****\$50 + \$5 tech fee**

Learn to use this free download to find, organize and edit your pictures. Learn 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. 1.0 CEUs

2312 Walls Jun 29 Jul 2 M-Th 3-5:30 v106

2313 Walls Aug 3 Aug 7 M-F 12:30-2:30 v106