

## PROCEDURE

Welcome to the Dedman Center's Computer Training Program. We



offer a wide range of classes such as Word Processing, Using the Internet and Email, Creating Spreadsheets, Designing Your Own Web Page, and using Macintosh Computers.

If you are a new computer user, don't despair. At first, you may feel a though you are not getting the "hang of it," but with a little practice you will eventually develop an understanding and working knowledge of using the computer.

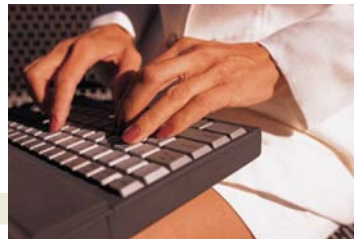
The majority of our computer classes require a text book. Text books are available in the college bookstore. The instructor will give you an opportunity to purchase your text book during the first class meeting.

Grades are not assigned to students enrolled in computer classes. Although, teachers seeking CEUs may attain a certificate for 100% attendance if the class meets for 10+ hours. Occasionally, instructors may assign homework.

## GET THE COMPUTER SKILLS YOU NEED

Public opinion polls in 1974 and 1983 listed math and English as the most important courses offered in school. Computer use was hardly recognized as a useful course. In 1996, computer use and programming were ranked a close third in importance to math and English.

# Life Long Learning



Phone: 910.695.3925

Website: [www.sandhills.edu](http://www.sandhills.edu)

# Sandhills

COMMUNITY COLLEGE



## Computer Training

Sandhills Community College  
Division of Continuing Education

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Pinehurst, NC 28374

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# WELCOME

*Please take a moment to read this brochure. It will help you become better acquainted with the Division of Continuing Education computer Classes.*

*The Computer Training program is designed to meet the individual's needs for professional and personal development. In order to accomplish this, Sandhills Community College offers a wide range of classes using the latest state of art technology.*

*With 100+ classes to choose from, we understand that you might need some assistance deciding which class is best for you. Programs coordinators and instructors are available to assist with this process, feel free to contact me at:*



Laura

Laura Todd  
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# WHAT WE OFFER

- Mouse/Keyboard Skills
- Computer Keyboarding
- Computer for Beginners
- Windows Level 1
- Windows Level 2
- File Management
- MS Works
- MS Word
- MS Excel
- MS Access
- MS PowerPoint
- OpenOffice
- Macintosh
- iPod
- Burning CD's
- Digital Camera
- Photo Management
- Internet
- Email
- Buy & Selling eBay
- Web Design
- PC Maintenance & Networking
- Accounting Software

**Please Note:** Prerequisites are listed for each class, and we request that students adhere to these guidelines, You will enjoy the learning experience more if you follow these prerequisites.

# ETIQUETTE

- It is imperative that you are present for the first class meeting.
- Please plan to be on time and return from breaks as specified by your instructor
- You must preregister for classes after the first class meeting, registration is closed.
- Leave the computer work area as you would like to find it.
- Do not change or remove any of the files.
- Exit all programs properly and when shutting down the computer, follow the proper procedure. Ask your instructor for assistance if needed.
- If you encounter an error message, please notify the instructor immediately.
- As you leave the classroom, remember to take your book and other items.
- When browsing the Internet or using email, please be an "acceptable user." Viewing inappropriate sites or sending inappropriate email is unacceptable by the college.
- Lost and Found is located at the reception desk in Van Dusen Hall.

