

DISCOVERING THE BASICS OF COMPUTERSCost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Computer basics is the foundation course you need to progress into any other software program. Topics include: file management, the desktop, start menu, understanding Windows, navigating the Internet, email, document printing, and using accessory programs within Windows software. This class is for new computer users needing to build basic skills. No prior knowledge of computers is required. Students will become well acquainted with computer components.

8/9-9/1 MW 9:00am-12:00pm HEC 147 22944

8/9-9/1 MW 6:00pm-9:00pm HEC 147 22945

PASS—WORD FOR BEGINNERS (MICROSOFT WORD)Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

This course is designed to meet the needs of educators, administrators, office personnel and those interested in increasing their Microsoft Word skills. Hands-on practical projects enhance your skills and will enable you to use Microsoft Tools. Classroom instruction and self-paced online activities reinforce the learning process.

9/8-10/4 MW 9:00am-12:00pm HEC 147 22924

9/8-10/4 MW 6:00pm-9:00pm HEC 147 22925

MICROSOFT WORD—INTERMEDIATECost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

This course teaches students to understand and use the features of short cuts and advanced functions in Microsoft Word. You will be introduced to customized toolbars, templates, merging, creating data and main documents, as well as macros. You will understand how the Word workplace can be used to create, modify, and format tables as well as become familiar with auto text, merging, locating, and document management.

10/6 -11/1 MW 6:00pm - 9:00pm HEC 147 22923

EXCEL INTO FALL (MICROSOFT EXCEL)Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Need to turn data into usable organized information? This course will give you powerful tools to analyze, communicate, and share your information. You will learn all aspects of working with spreadsheets including: using functions and formulas, formatting/creating charts and/or exploring special features of Excel.

8/10-9/2 TTH 9:00am-12:00pm HEC 147 22950

8/10-9/2 TTH 6:00pm-9:00pm HEC 147 22949

MICROSOFT WORD FOR BEGINNERS - 1 DAYCost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Learn the basics of Microsoft Word and word processing. Create and save a document, use cut, copy and paste and apply character and paragraph formatting. Find out how to use spell check, create bulleted and numbered lists, work with document views and learn how to make the most of online help. Learn to create charts and tables as well as insert pictures and clip art.

9/23 Thursday 9:00am - 4:00pm HEC 147 22920

MICROSOFT EXCEL FOR BEGINNERS - 1 DAY

Cost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Learn the essentials of Microsoft Excel and spreadsheets to create and save workbooks, format text and numbers, select ranges and use cut, copy and paste. Learn how to use formulas, and explore printing options for worksheets and workbooks. Page setup and online help are also covered.

10/8 Friday 9:00am - 4:00pm HEC 239 22921

MICROSOFT POWERPOINT FOR BEGINNERS - 1 DAY

Cost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Discover how to create and edit presentations from scratch in Microsoft PowerPoint. Find out how to insert and modify clip art and spell check your presentation, as well as how to format, edit and proof presentation text. Learn how to create a custom layout for your slides, apply background styles, add speaker notes and copy text and slides between multiple presentations. Find out the different options for printing presentation data and how to utilize outline view as well as slide sorter view to make organizing your slide text easier.

11/5 Friday 9:00am- 4:00pm HEC 239 22922

MICROSOFT WORD FOR BEGINNERS - 1 DAY

Cost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Learn the basics of Microsoft Word and word processing. Create and save a document, use cut, copy and paste and apply character and paragraph formatting. Find out how to use spell check, create bulleted and numbered lists, work with document views and learn how to make the most of online help. Learn to create charts and tables as well as insert pictures and clip art.

9/23 Thursday 9:00am - 4:00pm HEC 147 22920

MICROSOFT EXCEL FOR BEGINNERS - 1 DAY

Cost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Learn the essentials of Microsoft Excel and spreadsheets to create and save workbooks, format text and numbers, select ranges and use cut, copy and paste. Learn how to use formulas, and explore printing options for worksheets and workbooks. Page setup and online help are also covered.

10/8 Friday 9:00am - 4:00pm HEC 239 22921

MICROSOFT POWERPOINT FOR BEGINNERS - 1 DAY

Cost: \$65.00 **TEACHER RENEWAL CREDITS 0.6**

Discover how to create and edit presentations from scratch in Microsoft PowerPoint. Find out how to insert and modify clip art and spell check your presentation, as well as how to format, edit and proof presentation text. Learn how to create a custom layout for your slides, apply background styles, add speaker notes and copy text and slides between multiple presentations. Find out the different options for printing presentation data and how to utilize outline view as well as slide sorter view to make organizing your slide text easier.

11/5 Friday 9:00am- 4:00pm HEC 239 22922

DAZZLING POWERPOINT PRESENTATIONS FOR BEGINNERS

Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Create powerful visual/audio presentations for your business or personal use. The class is designed for beginners, or anyone who wants to expand their PowerPoint skill level. Microsoft PowerPoint enables you to create professional looking presentations and slide shows from scratch or with the easy to use PowerPoint wizard.

10/5-10/28 TTH 9:00am-12:00pm HEC 147 22946

10/5-10/28 TTH 6:00pm-9:00pm HEC 147 22947

QUICKBOOKS PRO ACCOUNTING BASIC/INTERMEDIATE

Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Starting a business? This course gives a solid foundation for setting up your company, performing everyday transactions, understanding accounting and much more. The classes are designed to get your business "up and running" quickly and efficiently. Hands-on learning and question/answer methods accelerate this easy learning experience. Lab time is included for individual help.

8/10-9/2 TTH 9:00am-12:00pm HEC 148 22928

8/10-9/2 TTH 5:30pm-8:30pm HEC 148 22929

11/2-11/30 TTH 9:00am-12:00pm HEC 148 22926

11/2-11/30 TTH 5:30pm-8:30pm HEC 148 22927

DIGITAL PHOTOGRAPHY I

Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Digital Photography I teaches basic digital camera skills. Designed for point and shoot digital cameras and SLR systems alike. This course provides an understanding of the digital image from the pixel level, scanning, photo-editing and printing. Students will learn camera controls and photo concepts and apply them to different photographic situations. Students must supply their own digital camera and owner's manual.

9/4- -9/25 Saturday 9:00am - 1:00pm HEC 148 22941

PHOTOSHOP ELEMENTS 6.0

Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

Bring out the best in your photographs! Adobe's Photoshop Elements 6.0 provides the tools for quick fixes and detailed enhancement. Take control as you discover the features of this award-winning package designed for photo enthusiasts. No experience in image editing needed.

9/27 - 10/20 MW 9:00am-12:00pm HEC 148 22939 9/27 - 10/20 MW 6:00pm-9:00pm HEC 148 22940

DIGITAL PHOTOGRAPHY II

Cost: \$65.00 **TEACHER RENEWAL CREDITS 2.4**

This course is designed to expand on the techniques learned in Digital Photography I. The class is open to both point and shoot and digital SLR camera users. Students are required to have their own camera and should be familiar with the camera controls and manual. Class sessions will alternate between classroom teaching using lectures, handouts and videos as well as hands on shooting in studio type settings. Class will also have area field trips.

8/11- 9/8 MW 9:00am-12:00pm HEC 148 22942

8/11- 9/8 MW 6:00pm-9:00pm HEC 148 22943