



Personal Computers

Our Microsoft classes will teach the basic requirements for using all versions of the Microsoft Office programs.

Computer students are encouraged to purchase and bring a USB jump drive to class to save work for reference at home. The USB jump drive is a portable storage device that plugs into your computer for easy storage and retrieval.

Computers for Beginners

EZ Computer classes move at a slower pace and help take the fear out of computer use.

EZ E-mail

And Internet Basics

MIC 119-30

For the absolute beginner. Learn World Wide Web terminology, how to navigate and search the Web, and basic e-mail concepts. Topics include opening, sending, and deleting e-mail; attaching files; opening attachments; and using SpellCheck.

Tues. & Thurs., 9a-noon, June 16-25, Fee: \$79

EZ Meet the Computer And Keyboarding

MIC 132-30

For the absolute beginner to become acquainted and comfortable with the computer. Learn the alphabetic keyboard, basic word processing, how to use the mouse, and become familiar with today's most popular software.

Mon. & Wed., 6-9p, June 29-July 8, Fee: \$79

Introduction to PCs

MIC 103-30

Learn computer terminology, parts, and the basics of using your computer. Visit popular software applications. No computer experience required; keyboarding familiarity helpful.

Tues. & Thurs., 6:30-9:30p, June 2-11, Fee: \$84

Microsoft Windows XP

MIC 919-30

A slow-paced Windows class for the absolute beginner. Create folders, move files, and explore your computer. Keyboarding experience is helpful.

Mon. & Wed., 6:30-9:30p, June 1-10, Fee: \$84

Microsoft Office Applications

Microsoft Office Overview 2007

(1.10 CEUs)

MIC 956-30

Visit Microsoft Office's programs that integrate effortlessly: Word, Excel, Access, and PowerPoint. Prerequisite: Keyboarding and Windows experience.

Mon. & Wed., 6:30-9:30p, June 15-24, Fee: \$149

MS Outlook for Office 2003

MIC 128-30

Take advantage of Outlook in your busy office environment. Learn the most efficient ways to communicate to your office, schedule meetings, organize e-mail, set up calendars, journals, task lists, and contact management.

Tuesday, 8:30a-noon, June 9, Fee: \$49

Word Processing

Microsoft Word 2003, Part 1

(1.10 CEUs)

MIC 936-30

Create and save documents, move text, copy and paste text, insert and delete text, change font face, change text color and size, and use SpellCheck. Other topics may include: changing margins, default settings, paper size, borders, inserting graphics, and performing a mail merge.

Mon. & Wed., 6:30-9:30p, June 1-10, Fee: \$84

Microsoft Word 2003, Part 2

(1.10 CEUs)

MIC 937-30

A continuation of Microsoft Word. Topics include making name badges, labels, and signs; creating and formatting forms and pictures; using text boxes and clip art; positioning, resizing, flipping or rotating objects; applying shadows and 3-D effects. Prerequisite: Microsoft Word - Part 1.

Mon. & Wed., 6:30-9:30p, June 22-July 1, Fee: \$84

Microsoft Word 2007, Part 1

(1.10 CEUs)

MIC 335-30

Create and save documents; move, copy, paste, insert, and delete text; change font face, change text color and size, and use SpellCheck. Other topics include changing margins, default settings, paper size, borders, inserting graphics and performing a mail merge.

Tues. & Thurs., 6:30-9:30p, July 28-Aug. 6, Fee: \$84

Spreadsheet/Databases

Microsoft Excel 2003, Part 1 (1.10 CEUs)

MIC 942-30

Learn spreadsheet techniques, tool bars, drop-down menus, and shortcuts. Topics include: creating, saving, editing, copying, moving, basic formulas, formatting, absolute values, and printing. Prerequisites: Windows and mouse proficiency.

Tues. & Thurs., 6:30-9:30p, May 26-June 4, Fee: \$84

Microsoft Excel 2003, Part 2 (1.10 CEUs)

MIC 943-30

Get the most out of your Excel worksheets by using functions and formulas, working with lists, automating tasks with macros, sharing worksheets with other programs, pivot tables, and what-if analysis. Prerequisite: Excel - Part 1.

Tues. & Thurs., 6:30-9:30p, June 16-25, Fee: \$84

Excel in a Day 2003 (0.5 CEUs)

MIC 944-30

Learn spreadsheet techniques, tool bars, drop-down menus, and shortcuts. Topics include: Creating, saving, editing, copying, moving, basic formulas, formatting, absolute values, and printing. Prerequisite: Basic working knowledge in Excel.

Monday, 9a-4p, Aug. 10, Fee: \$69

Excel in a Day Advanced 2003 (0.5 CEUs)

MIC 945-30

Get the most out of your Excel worksheets by using functions and formulas, working with lists, automating tasks with macros, sharing worksheets with other programs, pivot tables, and what-if analysis. Prerequisite: Excel - Part 1 or Excel in a Day.

Wednesday, 9a-4p, Aug. 12, Fee: \$69

Microsoft Excel 2007, Part 1 (1.10 CEUs)

MIC 334-30

Track, organize and analyze data. Excel topics will include keyboard shortcuts, creating, saving, editing, copying, moving basic formulas, and formatting.

Mon. & Wed., 6:30-9:30p, July 13-22, Fee: \$84

Excel in a Day 2007 (0.5 CEUs)

MIC 967

Track, organize and analyze data. Topics include shortcuts, creating, saving, editing, copying, moving basic formulas, and formatting.

Section 30: Wednesday, 9a-4p, June 17

Section 31: Saturday, 8:30a-3:30p, July 25

Fee: \$69

Microsoft Access 2003, Part 1 (1.10 CEUs)

MIC 938-30

Create, edit, and manage a database. Customize tables and fields, add and delete records, and perform simple queries. Prerequisites: Keyboarding and Windows experience.

Tues. & Thurs., 6:30-9:30p, July 7-16, Fee: \$84

Microsoft Access 2003, Part 2 (1.10 CEUs)

MIC 939-30

Continuation of Access Part 1, work with features such as reports, forms, and queries. Build relational databases, and design multiple table queries and parameter queries. Prerequisite: Access - Part 1.

Tues. & Thurs., 6:30-9:30p, July 21-30, Fee: \$84

Access in a Day 2003 (0.5 CEUs)

MIC 940-30

Customize tables and fields, add and delete records, and perform simple queries. Prerequisite: Basic knowledge of Access.

Tuesday, 9a-4p, June 2, Fee: \$69



Web Design, Publications, and Multimedia

Dreamweaver – Web Page Design

MIC 925-30B

Create and use Web page text, forms, check boxes, and controls such as option buttons. Create links for internal searches, e-mail, and external pages. Import and create graphics to use in Dreamweaver. Basic introduction to HTML and uploading to a Web Server. Prerequisite: Windows experience. Textbook required.

Mondays, 6:30-8:30p, June 22-July 27, Fee: \$149

Microsoft Powerpoint 2003, Part 1 (0.5 CEUs)

MIC 946-30

Use Microsoft PowerPoint to entertain, inform, sell, or motivate. Make your next presentation on your own. Prerequisite: Windows experience and keyboarding ability.

Mondays, 6:30-9:30p, July 6-13, Fee: \$69

Microsoft PowerPoint 2003, Part 2 (0.5 CEUs)

MIC 947-30

Enhance your PowerPoint slide presentation with the appropriate elements of graphics, text, listed items, backgrounds, room setup, lighting elements, questioning techniques, equipment, and the psychology of color. Prerequisite: PowerPoint, Part 1.

Mondays, 6:30-9:30p, July 27-Aug. 3, Fee: \$69

Microsoft Publisher 2003 (0.3 CEUs)

MIC 957-30

Create brochures, letterhead, invitations, postcards, greeting cards, newsletters and simple Web pages using Publisher.

Thursday, 6-10p, July 2, Fee: \$49

Photoshop Elements 5.0

MIC 133-30

Topics include: learning major components and tools, correcting scratches and red-eye, using layers, image resizing, cropping, straightening, sharpening, lighting techniques, and combining multiple photos into panoramas.

Wednesdays, 6:30-9:30p, July 8-29, Fee: \$84

Photoshop, Part 1

MIC 329-30B

Topics include digital image basics, formats, manipulation, menus, tools, palettes, color modes, filters, and other beginner-level functions and concepts using a Windows platform. Prerequisite: general computer environment experience. Textbook required.

Tuesdays, 6:30-9:30p, June 30-July 21, Fee: \$84

Special Interest

QuickBooks Fundamentals

MIC 130-30B

Common tasks covered will include invoicing, receiving payments, making purchases and entering bills, paying bills, banking, paying employees, viewing reports, backing up files and printing. Prior knowledge of accounting/bookkeeping is helpful. Textbook required.

Saturdays, 8:30a-12:30p, June 13-27, Fee: \$84

QuickBooks, Part 2

MIC 131-30

Learn to avoid some of the common mistakes. Course includes customizing reports, personalize your settings, importing and exporting from Quick books, use of classes, and other features. Prerequisite: QuickBooks.

Saturdays, 9a-noon, July 11-18, Fee: \$69

One-on-One Tutoring

Computer Tutoring

MIC 120-30

One-on-one computer tutoring with a qualified Continuing Education instructor. Tutoring session is three hours.

By Appointment, Fee: \$149

Computers for Seniors

EZ Digital Photography

WISE 153-30

Guidelines for choosing and evaluating digital cameras and understanding the manuals. Class covers storage media, transferring images from your camera to a PC, shooting modes, settings, previewing your images, editing photos and outputting to a printer, or sending a copy via e-mail. Participants are encouraged to bring their digital camera, its manual and other related equipment with them to class.

Thursdays, 9a-noon, July 9-16, Fee: \$49

Friday Morning Computer Club

WISE 131-30

People 50+ meet every other Friday in a comfortable environment to learn, share, and explore the wonderful world of computers. Early registration is encouraged.

Fridays, 9a-noon, June 12, June 26, July 10, July 24
Fee: \$65

Coming this fall ...

Non-credit 8-week classes in Excel and Access will be offered in conjunction with credit classes.