

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 Meet the Computer and Keyboarding

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.

Course #	Fee	Loc	Time	Day	Date
MIC 132-30	\$79	TECH	9a-Noon	T	6/3-24

EZ E-mail and Internet Basics

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 spell check.

Course #	Fee	Loc	Time	Day	Date
MIC 119-30	\$79	TECH	9a-Noon	M	7/14-8/4

Introduction to PCs

Learn computer terminology and parts, and learn about the basics of using your computer. Visit popular software applications. Computer experience is not required; keyboarding familiarity helpful.

Course #	Fee	Loc	Time	Day	Date
MIC 103-30	\$84	TECH	6:30-9:30p	M/W	6/16-25

Microsoft Windows XP

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

Course #	Fee	Loc	Time	Day	Date
MIC 919-30	\$84	TECH	6:30-9:30p	T/R	7/8-17

Microsoft Office Applications

Microsoft Office Overview

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

Course #	Fee	Loc	Time	Day	Date
MIC 956-30	\$149	TECH	6:30-9:30p	W	7/9-30

Word Processing

NEW! Microsoft Word 2007

Learn the new simplified command structure: the ribbon. Create and save documents; move, copy, paste, insert, and delete text; change font face, change text color and size, and use spell check. Other topics include changing margins, default settings, paper size, borders, inserting graphics, and performing a mail merge.

Course #	Fee	Loc	Time	Day	Date
MIC 335-30	\$84	TECH	6:30-9:30p	R	6/12-7/3

Microsoft Word, Part I

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

Course #	Fee	Loc	Time	Day	Date
MIC 936-30	\$84	TECH	6:30-9:30p	T/R	6/19-7/1

Microsoft Word, Part II

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 I.

Course #	Fee	Loc	Time	Day	Date
MIC 937-30	\$84	TECH	6:30-9:30p	M	8/4-25

Spreadsheet/Database

Excel for Beginners

Do you have little/no experience with spreadsheets? Discover the fundamentals as you prepare to take Microsoft Excel, Part I.

Course #	Fee	Loc	Time	Day	Date
MIC 360-30	\$39	TECH	6:30-9:30p	W	6/11

READY TO REGISTER? SEE PAGE 39.

Career Development

Microsoft Excel, Part I

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.

Course #	Fee	Loc	Time	Day	Date
MIC 942-30	\$84	TECH	6:30-9:30p	T/R	7/3-15

Microsoft Excel, Part II

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, using pivot tables, and using what-if analysis.

Prerequisite: Excel, Part I.

Course #	Fee	Loc	Time	Day	Date
MIC 943-30	\$84	TECH	6:30-9:30p	T/R	7/29-8/7

NEW! Microsoft Excel 2007

No more pull down menus. Learn the new simplified command structure: the ribbon. Easier than ever to crunch numbers, track, organize, and analyze data. Excel topics will include shortcuts, creating, saving, editing, copying, moving basic formulas, and formatting.

Course #	Fee	Loc	Time	Day	Date
MIC 334-30	\$84	TECH	6:30-9:30p	T	6/10-7/1

Excel in a Day

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.

Course #	Fee	Loc	Time	Day	Date
MIC 944-30	\$69	TECH	9a-4p	W	7/9

Excel in a Day Advanced

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 I or Excel in a Day.

Course #	Fee	Loc	Time	Day	Date
MIC 945-30	\$69	TECH	9a-4p	W	7/16



LEARN FROM HOME!

Check out www.ed2go.com/stchas.
See pages 28-29 for more details.

Beginning Access: Database Management

Introduces the basics of databases to end-users who want to understand the relevance, uses, and design of a database. For students interested in taking Microsoft Access classes.

Course #	Fee	Loc	Time	Day	Date
MIC 359-30	\$39	TECH	6:30-9:30p	T	8/12

Microsoft Access, Part I

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

Course #	Fee	Loc	Time	Day	Date
MIC 938-30	\$84	TECH	6:30-9:30p	M/W	6/16-25

Microsoft Access, Part II

In this continuation of Access, Part I, work with features such as reports, forms, and queries. Build relational databases, and design multiple table queries and parameter queries.

Prerequisite: Access, Part I.

Course #	Fee	Loc	Time	Day	Date
MIC 939-30	\$84	TECH	6:30-9:30p	M	7/7-28

Access in a Day

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

Course #	Fee	Loc	Time	Day	Date
MIC 940-30	\$69	TECH	9a-4p	W	7/23

Web Design, Publications, And Multimedia

Microsoft PowerPoint, Part I

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

Course #	Fee	Loc	Time	Day	Date
MIC 946-30	\$69	TECH	6:30-9:30p	M/W	6/30-7/2

Microsoft PowerPoint, Part II

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 I.

Course #	Fee	Loc	Time	Day	Date
MIC 947-30	\$69	TECH	6:30-9:30p	T/R	7/29-31

READY TO REGISTER? SEE PAGE 39.

Microsoft Publisher

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

Course #	Fee	Loc	Time	Day	Date
MIC 957-30	\$49	TECH	6-10p	R	7/17

Dreamweaver – Web Page Design

Explore guidelines to plan a successful Web site. 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.

Course #	Fee	Loc	Time	Day	Date
MIC 925-30B	\$149	TECH	9a-12:30p	S	7/12-8/9

Photoshop Elements 5.0

Improve your digital photos and images using Adobe Photoshop Elements. Topics include: learning major components and tools, correcting scratches and redest, using layers, image resizing, cropping, straightening, sharpening, lighting techniques, and combining multiple photos into panoramas. Students should bring a notebook, blank CD-ROM, and digital pictures on a CD-ROM or a USB jump drive.

Course #	Fee	Loc	Time	Day	Date
MIC 133-30	\$84	TECH	8:30a-3:30p	S	7/12-19

Photoshop 7.0, Part I

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 experience.

Course #	Fee	Loc	Time	Day	Date
MIC 329-30	\$84	TECH	6:30-9:30p	M	7/14-8/4

Special Interest

QuickBooks Fundamentals

Provides a basic understanding of accounting fundamentals using QuickBooks. 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. Version 2005. Prior knowledge of accounting/bookkeeping is helpful.

Course #	Fee	Loc	Time	Day	Date
MIC 130-30	\$84	TECH	9a-1p	S	6/7-21

Basic Computer Maintenance

Learn tips and techniques to keep your computer up and running. Topics include: optimizing your hard drive, cleaning up files, deleting temporary files, and adding more RAM.

Course #	Fee	Loc	Time	Day	Date
MIC 951-30	\$49	TECH	6-10p	T	7/22

MS Outlook for the Office

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.

Course #	Fee	Loc	Time	Day	Date
MIC 128-30	\$49	TECH	8a-Noon	R	7/24

One-on-One Tutoring

Computer Tutoring

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

Course #	Fee	Loc	Time	Day	Date
MIC 120-30	\$149	TECH		By Appointment	

Project Management

Microsoft Project

A manager's solution for planning and tracking projects and day-to-day operations. Using the Project database, learn to enter and schedule tasks; assign resources and cost; view, update, and balance progress; and work with reports and multiple projects and customization. Keep project on time and within budget with Microsoft Project.

Course #	Fee	Loc	Time	Day	Date
MIC 907-30	\$84	TECH	6:30-9:30p	T/R	6/10-19

Computers for Seniors

Friday Morning Computer Club

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

Course #	Fee	Loc	Time	Day	Date
WISE 131-30	\$65	TECH	9a-Noon	F	6/13, 6/27 7/11, 7/25

SCC IS TOBACCO-FREE INSIDE & OUT.

See www.stchas.edu/tobaccofree for details.