



Personal Computers

Computer students are encouraged to bring a USB jump drive to class to save work for reference at home.

Computers for Beginners

EZ E-mail and Internet Basics MIC 119

For the absolute beginner. Learn World Wide Web terminology, how to navigate and search the Web, and basic e-mail concepts.

Section 30: Tues., Feb. 16-March 9, 9a-Noon
Section 31: Wed., April 14-May 5, 6:30-9:30p

Fee: \$79

EZ Meet 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.

Thursdays, Jan. 21-Feb.11, 9a-Noon, Fee: \$79

EZ Microsoft Excel For Beginners MIC 360-30

Do you have little or no experience with spreadsheets? Discover the fundamentals as you prepare to take Microsoft Excel – Part 1.

Wed., April 14, 6:30-9:30p, Fee: \$39

Introduction to PCs MIC 103

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

Section 30: Mondays, Jan. 25-Feb. 15, 6:30-9:30p
Section 31: Thursdays, March 11-April 1, 9a-Noon

Fee: \$89

Microsoft Windows XP MIC 919

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

Section 30: Wed., Jan. 20-Feb. 10, 6:30-9:30p
Section 31: Tues., April 6-27, 6:30-9:30p

Fee: \$89

Microsoft Office Applications

Microsoft Office

Overview 2007 MIC 956-30

Visit Microsoft Office's integrated programs: Word, Excel, Access, and PowerPoint. Prerequisite: keyboarding and Windows experience.

Thursdays, Jan. 21-Feb. 11, 6:30-9:30p, Fee: \$149

Word Processing

Microsoft Word 2003 – Part 1 (1.10 CEUs) MIC 936-30

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

Tuesdays, March 2-23, 6:30-9:30p, Fee: \$89

Microsoft Word 2003 – Part 2 (1.10 CEUs) MIC 937-30

A continuation of Microsoft Word 2003 – Part 1. 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; and applying shadows and 3-D effects.

Thursdays, April 15-May 6, 6:30-9:30p, Fee: \$89

Microsoft Word 2007 – Part 1 (1.10 CEUs) MIC 335

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.

Section 30: Wed., Feb. 3-24, 6:30-9:30p
Section 31: Sat., March 6-27, 9a-Noon

Fee: \$89

Microsoft Word 2007 – Part 2 (1.10 CEUs) MIC 337-30

Use advanced features to work with long documents and outlines. Learn to work with headers and footers; create an index, charts, templates, macros, and WordArt; collaborate with other programs; and prepare documents for publishing and distribution.

Mondays, April 5-26, 6:30-9:30p, Fee: \$89

Microsoft Word in a Day 2007**(0.5 CEUs)**

MIC 338-30

Learn the basics of Word. Create and save documents, move, copy, and paste text, insert and delete, change fonts, change text color and size, and use SpellCheck. Other topics include: margins, default settings, paper size, borders, inserting graphics, and performing a mail merge.

Fri., Jan. 29, 9a-4p, Fee: \$69

Spreadsheet/Database**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.

Wednesdays, Feb. 17-March 10, 6:30-9:30p, Fee: \$89

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.

Mondays, April 12-May 3, 6:30-9:30p, Fee: \$89

Microsoft 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, and absolute values. Prerequisite: Basic working knowledge in Excel.

Mon., Feb. 22, 9a-4p, Fee: \$69

Microsoft Excel 2007 – Part 1**(1.10 CEUs)**

MIC 334

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

Section 30: Tuesdays, Jan. 19-Feb. 9, 6:30-9:30p

Section 31: Thursdays, April 22-May 13, 6:30-9:30p

Fee: \$89

Microsoft Excel 2007 –Part 2**(1.10 CEUs)**

MIC 336-30

Learn to use functions and formulas, work with lists, automate tasks with macros, share worksheets with other programs, use pivot tables and what-if analysis, and use objects and clip art. Prerequisite: Excel – Part 1.

Mondays, March 1-22, 6:30-9:30p, Fee: \$89

Microsoft 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: Fri., Feb. 26, 9a-4p

Section 31: Wed., March 24, 9a-4p

Section 32: Fri., May 21, 9a-4p

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.

Wednesdays, March 10-31, 6:30-9:30p, Fee: \$89

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.

Tuesdays, April 20-May 11, 8:30a-12:30p, Fee: \$89

Microsoft Access in a Day 2007**(0.5 CEUs)**

MIC 940-30

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

Fri., Feb. 12, 9a-4p, Fee: \$69

NEW!
**Online Registration is
 available beginning Jan. 6.**

www.stchas.edu/ConEd



Web Design, Publications, and Multimedia

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.

Thursdays, March 4-25, 6:30-9:30p, Fee: \$89

Microsoft Publisher 2003 (0.3 CEUs) MIC 957-30

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

Tues., Feb. 16, 6-10p, Fee: \$49

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.

Saturdays, Feb. 6-March 13, 9a-Noon, Fee: \$149

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.

Mondays, March 8-29, 6:30-9:30p, Fee: \$89

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.

Thursdays, Feb. 18-March 11, 6:30-9:30p, Fee: \$89

Photoshop – Part 2 MIC 333-30B

Continuation of Photoshop – Part 1. Learn the advanced features of drawing and painting, channels and masks, working with filters, printing, and using ImageReady. Textbook required.

Thursdays, March 25-April 8, 6:30-9:30p, Fee: \$79

Adobe InDesign MIC 135-30B

Learn how to produce professional quality documents with this popular page layout software. Design and create professional quality letterhead, business cards, brochures, and learn other desktop publishing needs. Textbook required.

Mondays, Feb. 1-22, 6:30-9:30p, Fee: \$89

Adobe Illustrator MIC 136-30B

Adobe Illustrator is the program of choice for many graphic and visual artists. Learn to draw and manipulate artwork, create professional logos, type effects, complex airbrush effects, and color control. Bring your projects to life. Textbook required.

Tuesdays, Feb. 23-March 9, 6:30-9:30p, Fee: \$79

Adobe Flash MIC 137-30B

Create exciting interactive animations. Learn to build online applications, manage photos, integrate video, and upload to a Web site. Textbook required.

Tuesdays, March 23-April 13, 6:30-9:30p, Fee: \$89

Social Networking

NEW! Facebook, Twitter, And MySpace MIC 138

Learn the latest terminology and how Facebook, MySpace, and Twitter can be used to reconnect with friends and family, share information, and even search for jobs.

Section 30: Tuesdays, Jan. 26-Feb. 2, 6:30-9:30p

Section 31: Tuesdays, May 11-18, 6:30-9:30p

Fee: \$69

Job Searches Using Social Media Web Sites CDV 138-40

Job seekers should be aware of social media Web sites and how they can be leveraged. Understand how Web sites like LinkedIn, Twitter, Plaxo, and Facebook work and how to use them for job searches.

Sat., April 17, 8:30a-12:30p, Fee: \$29



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www.twitter.com/SCC_ConEd

Special Interest

QuickBooks Fundamentals MIC 130

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

Section 30B: Saturdays, Jan. 23-Feb. 6, 8:30a-12:30p

Section 31B: Saturdays, May 8-22, 8:30a-12:30p

Fee: \$89

QuickBooks, Part 2 MIC 131-30

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

Saturdays, Feb. 20-27, 9a-Noon, Fee: \$69

MS Outlook for Office 2007 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, journal, create and use task lists, and manage contacts.

Fri., March 12, 8:30a-12:30p, Fee: \$49

NEW! Introduction to Microsoft Office Project 2007 CDV 211-80

Do you have a basic understanding of MS Office Project and still need to learn more? This is the class for you.

Thur., Feb. 4, 6-9p, Fee: \$99

NEW! Intermediate Microsoft Office Project 2007 CDV 212-80

Do you understand project management concepts? Are you responsible for creating and modifying project plans? Do you need to manage these project plans? MS Office Project 2007 is the class for you.

Mon. & Tues., March 8-9, 7-9p, Fee: \$129

One-on-One Tutoring

Computer Tutoring MIC 120-30

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

By Appointment, Fee: \$149

Computers for Seniors

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, Feb. 5, 19, March 5, 19, Fee: \$65

Find more classes for seniors on pages 19-20 including fitness courses and special interest courses.

