

Computer Basics

COMPUTERS DON'T BYTE

Do you have a new computer, or have you had one for a while and just don't know how to make it work for you? If so, this is the class for you! You will learn the difference between hardware, software, and memory. You will also learn how to use the mouse, desktop, taskbar, start menu, shortcuts, operate Windows efficiently, and more. You will learn the basics of file management, windows explorer, and changing your computer settings. Keyboarding skills are not taught in this class.

Students wishing to improve their keyboarding skills prior to class may wish to purchase Keyboarding Pro 4, similar software.

Floyd Campus – Morning & Evening; Gordon & Polk Campus – Evening only

Mon/Wed, Oct 17 – 26, 9am – 12pm or 6 – 9pm

\$149 (includes book)

INTRODUCTION TO PERSONAL COMPUTERS

This one-day course is designed for the person with little or no computer experience. You will cover basic computer concepts, terminology, and operations, as well as factors to be considered in purchasing a computer. You'll gain hands-on experience in key functions, disk loading, printing, word processing, spreadsheet analysis, and file manipulation. No previous computer knowledge is required.

Walker Campus

Sat, Nov 19, 9am – 4pm

\$89

INTRODUCTION TO WINDOWS 7

New to computers? Thinking of buying? Upgrading your computer to a newer version of Windows? Feeling overwhelmed after your computer boots by all those pull down menus and icons? Join us for a fascinating and essential tour through the Windows operating system! This class will cover the important and most commonly used features of Microsoft Windows. This is another great course for those who have no prior experience with the Windows program.

Walker Campus

Sat, Oct 15, 9am – 4pm

\$89

GET CONNECTED! INTERNET & EMAIL FUNDAMENTALS

Do you need a roadmap to the Information Highway? You can learn how the Internet and e-mail can help you at work and at home, help you find information on virtually any subject. This hands-on experience will open your eyes to all you can do with the Internet and e-mail.

Floyd Campus – Morning & Evening; Gordon & Polk Campus – Evening only

Tue/Thu, Oct 18 – 27, 9am – 12pm or 6 – 9pm

\$149 (includes book)

INTRODUCTION TO THE INTERNET

Learn to surf the net in this informative basic introduction to the Internet. Participants will learn what the Internet is, how to access the information super highway, and will actually "surf the net" at individual computer stations. Whether you are an old pro at the keyboard or just getting started, this is a great way to discover the wealth of information literally available at your fingertips.

Walker Campus

Sat, Dec 10, 9am – 4pm

\$89