

COMPUTERS

See also ONLINE CLASSES for additional computer classes.

Note: Textbooks are included in the tuition cost unless specified.

Students should bring their own flash drive.

INTRODUCTION TO COMPUTERS

Learn basic computer skills that are useful personally and professionally including an overview of hardware, software, operating systems, and basic commands.

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|--------|-----------------|-----------|-------|
| code: | GSVS-067-PS | cost: | \$179 |
| dates: | Jan 25-Feb 22 | days: | M |
| time: | 06:30PM-09:30PM | location: | 3205 |

KEYBOARDING

Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of words per minute typed. A textbook must be purchased.

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|--------|-----------------|-----------|---------|
| code: | GSVS-091-M1 | cost: | \$107 |
| dates: | Mar 17-May 12 | days: | W |
| time: | 06:30PM-09:30PM | location: | MAC 114 |

MICROSOFT WORD—BEGINNING (Word 2007)

From personal letters to professional manuscripts, learn the easy and correct way to create any type of document. Learn how to create and edit documents, apply borders and shading, move and copy text, insert numbers and bullets, use templates, and print.

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|--------|-----------------|-----------|-------|
| code: | GSVS-077-PS | cost: | \$179 |
| dates: | Jan 20-Feb 17 | days: | W |
| time: | 06:30PM-09:30PM | location: | 3205 |

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|--------|-----------------|-----------|---------|
| code: | GSVS-077-MC | cost: | \$179 |
| dates: | Mar 2-Apr 6 | days: | T |
| time: | 09:00AM-12:00PM | location: | MAC 114 |

MICROSOFT WORD—INTERMEDIATE (Word 2007)

This course is a continuation of Microsoft Word—Beginning and covers styles, long document handling, headers and footers, master documents, tables, mail merge, envelopes and labels, basic macros, graphics, borders, and fills.

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|--------|-----------------|-----------|-------|
| code: | GSVS-078-PS | cost: | \$179 |
| dates: | Apr 6-May 4 | days: | T |
| time: | 06:30PM-09:30PM | location: | 3205 |

MICROSOFT POWERPOINT (PowerPoint 2007)

Learn how to make your PowerPoint presentation “pop” with graphics, slides, and enhanced text. Topics include working with objects, organizational charts and graphs, creating special effects, and developing notes and handouts.

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|--------|-----------------|-----------|-------|
| code: | GSVS-098-PS | cost: | \$179 |
| dates: | Mar 3-Apr 7 | days: | W |
| time: | 06:30PM-09:30PM | location: | 3205 |

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|--------|-----------------|-----------|---------|
| code: | GSVS-098-MC | cost: | \$179 |
| dates: | Apr 15-May 13 | days: | TH |
| time: | 09:00AM-12:00PM | location: | MAC 114 |

ACCESS — BEGINNING (Access 2007)

Learn how to create and manage databases, use reports and forms, extract information, and use other commonly used features of this program.

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|--------|-----------------|-----------|---------|
| code: | GSCOM-035-MC | cost: | \$179 |
| dates: | Jan 19-Feb 18 | days: | T |
| time: | 09:00AM-12:00PM | location: | MAC 114 |
| code: | GSCOM-035-PS | cost: | \$179 |
| dates: | Apr 19-May 17 | days: | M |
| time: | 06:30PM-09:30PM | location: | 3205 |

ACCESS — INTERMEDIATE (Access 2007)

In this continuation of the beginning level, learn how to use action queries, calculate fields, adjust data types, set field properties, and perform database maintenance. Learn how to use input masks, control forms, and the lookup feature.

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|--------|-----------------|-----------|-------|
| code: | GSCOM-045-PS | cost: | \$179 |
| dates: | Mar 4-Apr 8 | days: | TH |
| time: | 06:30PM-09:30PM | location: | 3205 |

MICROSOFT EXCEL—BEGINNING (Excel 2007)

Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and built-in functions are covered.

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| code: | GSVS-094-MC | cost: | \$179 |
| dates: | Jan 21-Feb 18 | days: | TH |
| time: | 09:00AM-12:00PM | location: | MAC 114 |

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|--------|-----------------|-----------|-------|
| code: | GSVS-094-PS | cost: | \$179 |
| dates: | Mar 1-Apr 5 | days: | M |
| time: | 06:30PM-09:30PM | location: | 3205 |

MICROSOFT EXCEL—INTERMEDIATE (Excel 2007)

This course is a continuation of Excel Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

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| code: | GSVS-095-PS | cost: | \$179 |
| dates: | Apr 21-May 19 | days: | W |
| time: | 06:30PM-09:30PM | location: | 3205 |

MICROSOFT OFFICE (Office 2007)

This course gives an overview of the four programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; in PowerPoint, creating presentations; and in Access, creating databases. A basic understanding of Windows is required.

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|--------|-----------------|-----------|-------|
| code: | GSVS-089-PS | cost: | \$279 |
| dates: | Jan 30-Mar 20 | days: | S |
| time: | 09:00AM-01:00PM | location: | 3205 |

Here are some online computer courses offered 1/20 - 3/22, 2/17 - 4/19, 3/17 - 5/17, and 4/21 - 6/21, 12 sessions, most classes start at \$95 or visit ED2GO.com/mac



GUIDING KIDS ON THE INTERNET

Work on the Web with your kids. This essential course for teachers, leaders, and parents provides the confidence needed to help children get the best from the Internet. Learn kid-friendly Internet features from Web page creation to discovering fun resources for kids.



INTRODUCTION TO WINDOWS VISTA

Windows Vista is a radical departure from the previous Windows versions. Whether you are a beginner or an experienced Windows user, don't miss out on learning Vista's best and most important features.