

COMMUNITY EDUCATION FALL 2009

Pre-Registration is required for all classes. Class sizes are limited and payment is due at time of registration.

CANCELLATION POLICY: For a full refund, three days notice must be given. After this time, a \$10 processing fee will be withheld and if no notice is given prior to the class, registration fees will be forfeited.

DUE TO UPCOMING CHANGES IN OUR MAILING SYSTEM, PLEASE CALL BEFORE REGISTRATION DEADLINE TO CONFIRM ALL REGISTRATIONS MADE BY MAIL DURING THE MONTH OF SEPTEMBER

Intro To Computers

Basic computer functions such as starting programs; creating and editing documents; using the mouse and keyboard; Email and Internet. In addition, you will learn how to add pictures to your documents; delete, cut and paste text from web pages and create your address book.

September 23 & 24 from 6:30-9:00pm

WSC Crighton Bldg Room 120

Cost for class is \$90.00 (includes textbook)

Registration Deadline: September 16

Microsoft Outlook 2007

Includes the fundamentals of Outlook; composing and sending email; receiving and sorting email; organizing and finding information; working with contacts; using the calendar; working with tasks; security issues and more.

September 28 & 30 from 6:30-8:30pm

WSC Crighton Bldg Room 120

Cost for class is \$90.00 (includes textbook)

Registration Deadline: September 22

Microsoft Excel 2007

Beginning Excel 2007

Learn how to open, create, and work with a spreadsheet; enhance spreadsheets using formatting techniques; create and work with charts; create formulas to perform a variety of calculations; manage workbooks; advanced printing options.

October 20 & 22 from 6:30-9:00pm

WSC Crighton Bldg Room 120

Intermediate Excel 2007

In this advanced spreadsheet management class you will learn how to: create and use more advanced formulas; manage database information using lists; automate tasks with macros; analyze information using Pivot Tables and create "what-if" scenarios.

November 3 & 5 from 6:30-9:00pm

WSC Crighton Bldg Room 120

Cost for each class is \$90.00 (includes textbook)

Registration Deadline for Beg. Excel: October 13

Registration Deadline for Int. Excel: October 28

Microsoft Word 2007

Beginning Word 2007

Learn to open, create, and work with a document; find, replace, cut, copy, and paste text; find and correct spelling and grammar errors; format text and paragraphs; change document page layouts; create and work with tables.

September 29 & October 1 from 6:30-9:00pm

WSC Crighton Bldg Room 120

Intermediate Word 2007

In this advanced class, learn how to: work with styles and templates; draw; insert pictures and work with graphics, perform a mail merge; collaborate with other users and make revisions to a document; work with outlines and long documents; create macros that automate common tasks.

November 16 & 17 from 6:30-9:00pm

WSC Crighton Bldg Room 120

Cost for each class is \$90.00 (includes textbook)

Registration Deadline for Beg. Word: September 22

Registration Deadline for Int. Word: November 9

Stained Glass

Beginning Stained Glass

Learn glass cutting with the design layout, equipment techniques, styles and types of glass. Each student will leave with a stained glass wall or window hanging.

September 24, 29, October 1, 6, & 8 from 6:30-8:30

WSC Room 217 (located above bookstore)

Intermediate Stained Glass

Designed as a follow up to the first class; or for those with previous stained glass experience, student will further their knowledge and create a mosaic box or lamp shade.

October 22, 27, 29, November 3 & 5 from 6:30-8:30

WSC Room 217 (located above bookstore)

Cost for each class is \$125 (includes all supplies)

Registration Deadline for Beginning Stained Glass:

September 16

Registration Deadline for Intermediate Stained Glass:

October 14

**For more information contact Theresa at 701.774.4235, toll free 866.938.6963
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