

Computer Courses

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.

March 9 & 10 from 6:30-9:30 pm

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.

March 17 & 18 from 6:30-9:00 pm

Intermediate Word 2007

In this advanced class you will 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, and create macros that automate common tasks.

March 23 & 25 from 6:30-9:00 pm

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.

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

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.

March 24 & 26 from 6:30-9:00 pm

**Cost for each class is \$80.00
Includes a textbook**

All classes will be held at the
WSC Crighton Building

Personal Empowerment Series

Class I: Expanding Awareness, Increasing Consciousness

Knowledge and information are power. Empower yourself with knowledge of the evolutionary changes that are occurring right now for humanity as a whole and for you as an individual. Experience the raising of your consciousness through both male and female sides of you and the left and right side of your brain.

February 12 & 19 from 7:00-9:00 pm

Cost for class is \$80.00

Class II: Self Mastery

Set yourself free. The only way to master yourself is to become aware and understand your Perceptions, Emotions, and Beliefs, including those in your subconscious mind and How They Rule Your Life

March 12, 19 & 26 from 7:00-9:00 pm

Cost for class is \$110.00

Class III: Know Yourself as a Multi-sensory Energy Being

Explore beyond your 5 senses into your Chakra System, Energy bodies and Aura through lecture, meditation and experiential exercises.

April 2, 9, & 16 from 7:00-9:00 pm

Cost for class is \$110.00

Class IV: Dreams, What are they telling you?

Dreams are one way your soul communicates with you. You, as the author and receiver of your dreams, hold the key to their meaning. Come ready to use some of your dreams in class.

April 23 & 30 from 7:00-9:00 pm

Cost for class is \$80.00

Pre-Registration is required for all classes. Registrations must be received at least three days prior to start date. For a full refund, three days notice must be given. After this time, a \$10 processing fee will be withheld. Class sizes are limited and payment is due at time of registration.

Financial Planning Course

Attend this class and you'll learn 11 strategies to save money on this year's taxes. You'll learn how to create a plan to retire early; integrate your finances with your goals and values; use new tax law changes to your advantage; properly allocate your assets within your employer retirement plan; use 5 investment strategies to help minimize risks and maximize returns; ask the right questions when evaluating insurance coverage and ensure your estate plan still functions properly under new laws. You will receive a 235-page textbook with examples and illustrations, which is yours to keep.

Class will be offered twice.

Session I-Feb 28 & March 7 from 9:00-Noon

Session II-March 3 & 10 from 6:30-9:30 pm

Cost for class is \$49.00

Bring a spouse or guest at no extra charge

Please indicate session choice on registration form.

Stained Glass

Learn glass cutting with the design layout, equipment techniques, styles and types of glass, All supplies included in the cost of the courses, along with a glass cutter valued at \$60 which is yours to keep. Each student will leave with a stained glass wall or window hanging. Registrations must be received at least one week to class start date so supplies can be ordered.

March 9, 11, 16, 18, 23 & 25 from 6:45-8:45 pm

Cost for class is \$150.00

Mosaic Stepping Stones

A lesson in the ancient art form of Mosaic using small pieces of colored glass, stone or tile set in grout to create colorful pictures. The class will be making garden stepping stones. Registrations must be received at least one week to class start date so supplies can be ordered.

April 6, 8, 13, 15, 20 & 22 from 6:45-8:45 pm

Cost for class is \$150.00