

Computer Learning Center

Free Labs and Groups for CLC Students

- **Users Group** – Every Monday, 9:30 – 11:00 am. Q&A Discussions and presentations. Everyone welcome.
- **Special Interest Group: Digital Cameras** – Third Monday, 2:30 – 4:00 pm. Learn more about digital cameras
- **Supervised Lab** – PCs: every Wednesday, 12:30-2:00 pm. All current and former students welcome to drop in for assistance. iMAC: by appointment only

Winter 2004 Class Schedule—PC and iMAC Classes

Date(s)	Day(s)	Time	ACC Member	Non Member
PC Classes				
Orientation (one session) – Introduction to the PC, required for PC Beginning students with no prior computing experience.				
Jan 5	M	12:30-2p	n/c	n/c
Jan 28	W	10-11:30a	n/c	n/c
Feb 26	Th	10-11:30a	n/c	n/c
Beginning (six sessions plus Orientation) – primary skills: intro to windows and the mouse, word processing, email, internet. Orientation session prior to first session of Beginning class required for those students with no prior computing experience (see schedule above)				
Jan 6, 8, 13, 15, 20, 22..	TTh	10-11:30a	\$40	\$55
Feb 2, 4, 9, 11, 18, 23....	MW	2:30-4p	\$40	\$55
<i>Notes: no class on 2/16 (holiday), 2/23 class from 12:30-2p</i>				
Mar 2, 4, 9, 11, 16, 18....	TTh	12:30-2p	\$40	\$55
Digital Camera (one session) – Understanding your camera settings, getting photos into your computer				
Feb 10	T	10-11:30a	\$6	\$10
*Desktop Maintenance (three sessions) – I-hardware tips, II-software tips, III-security				
Feb 5, 12, 19	Th	10-11:30a	\$18	\$30
*Email and Internet (two sessions) – More than the basics. Improve your technique				
Feb 4, 11	W	10-11:30a	\$12	\$20
*Files and Folders (one session) – Organize and manage your data. A must for all users.				
Jan 27	T	12:30-2p	\$6	\$10
Mar 10	W	10-11:30a	\$6	\$10
*Fun, useful, and free websites (one session) – Explore sites for travel, shopping, how-to, fun and games, medical research, and more				
Feb 24	T	10-11:30a	\$6	\$10
Mar 31	W	10-11:30a	\$6	\$10

Date(s)	Day(s)	Time	ACC Member	Non Member
Money Management (three sessions) – Internet banking, social security, treasury direct and more				
Jan 7, 14, 21	W	2:30-4a	\$18	\$30
*More Windows (two sessions) – Add'l skills: Control windows settings, desktop, control panel and more				
Jan 27, 29	TTh	10-11:30a	\$12	\$20
Feb 25, 3/1	WM	2:30-4p	\$12	\$20
Mar 23, 25	TTh	12:30-2p	\$12	\$20
*MS Word I (three sessions) – Primary skills: create, format, and edit text and documents				
Jan 6, 8, 13	TTh	12:30-2p	\$18	\$30
Mar 2, 4, 9	TTh	10-11:30a	\$18	\$30
†MS Word II: Getting Creative (three sessions) – Adding pictures, clip art; creating newsletters, cards, labels and more				
Jan 15, 20, 22	ThT	12:30-2p	\$18	\$30
Mar 11, 16, 18	ThT	10-11:30a	\$18	\$30
*Photo Editing (one session) – Basic issues and techniques, discussion of software options				
Feb 17	T	10-11:30a	\$6	\$10
*Spreadsheets (three sessions) – Using Excel for database bookkeeping				
Feb 12, 19, 26	Th	12:30-2p	\$18	\$30

iMAC Classes

Beginning (four sessions) – Primary skills, word processing, email, internet				
Jan 12, 16, 23, 26	MF	12:30-2p	\$35	\$45
*Organize Your MAC (four sessions) – Intermediate level: installing, upgrading, and more				
Feb 3, 10, 17, 24	T	12:30-2p	\$35	\$45
Mar 5, 12, 19, 26	F	12:30-2p	\$35	\$45

*Prerequisite: CLC Beginning class or equivalent (with instructor's approval)

†Prerequisite: CLC MS Word I or equivalent (with instructor's approval)