

## Computer Learning Center (Updated on 5/12/2004)

### 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 Groups: Digital Cameras** – Third Monday, 2:30 – 4:00 pm. Learn more about digital cameras. **Investment**– Last Friday, 10:00–11:30 am
- **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

### Spring 2004 Class Schedule—PC and iMAC Classes

Date(s)	Day(s)	Time	ACC Member	Non Member
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#### PC Core Classes

**Orientation (one session)** – Introduction to the PC, **required for PC Beginning students** with no prior computing experience.

Apr 1	.....Th	2:30-4p	n/c	n/c
Apr 29	.....Th	2:30-4p	n/c	n/c
May 27	.....Th	12:30-2p	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)**

Apr 5, 7, 12, 14, 21, 23 (4088-09).....MW*	2:30-4p	\$40	\$55
*Note: no class on 4/19, last class on Friday 4/23			
May 4, 6, 11, 13, 18, 20 (98-06) .....	TTh 10-11:30a	\$40	\$55
Jun 1, 3, 8, 10, 15, 17 (98-07) .....	TTh 12:30-2p	\$40	\$55

**\*Desktop Maintenance (three sessions)** – I-hardware tips, II-software tips, III-security

May 3, 10, 17 Jun 7, 14, 21 (98-72).....M	12:30-2p	\$18	\$30
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**\*Files and Folders (one session)** – Organize and manage your data. A **must** for all users.

Apr 27 (4088-65).....T	12:30-2p	\$6	\$10
Jun 15 (98-67).....T	10-11:30a	\$6	\$10

**\*More Windows (two sessions)** – Add'l skills: Control windows settings, desktop, control panel and more

Apr 26, 28 (4088-54).....MW	2:30-4p	\$12	\$20
Jun 22, 24 (98-55) .....	TTh 12:30-2p	\$12	\$20

**\*MS Word I (four sessions)** – Primary skills: create, format, and edit text and documents

Apr 13, 15, 20, 22 (4088-35).....TTh	12:30-2p	\$24	\$40
Jun 1, 3, 8, 10 (98-31) .....	TTh 10-11:30a	\$24	\$40

**\*Outlook Express Email (one session)** – Learn basic email techniques that will apply to other email programs as well.

June 17 (98-79).....Th	10-11:30a	\$6	\$10
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**\*Printing Essentials (one session)** – Setup and test page, multiple printers, maintenance, ink cartridges, color, more...

Apr 29 (4088-82).....Th	12:30-2p	\$6	\$10
Jun 22 (98-82).....T	10-11:30a	\$6	\$10

**\*Webmail and Internet Explorer (two sessions)** – More than the basics. Improve your technique

May 25, 27 (98-57) .....	TTh 10-11:30a	\$12	\$20
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Date(s)	Day(s)	Time	ACC Member	Non Member
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#### PC Specialty Classes

**\*Creating a Web Page (two 2-hour sessions)** –Requires text editing and computer skills. Limited to six serious students.

April 22, 29 (4088-61).....Th	10-12a	\$12	\$20
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**Digital Camera (one session)** – Understanding your camera settings, getting photos into your computer

Apr 28 (4088-52).....W	10-11:30a	\$6	\$10
Jun 23 (98-51).....W	10-11:30a	\$6	\$10

**\*Editing Your Digital Photos (one session)** – Basic issues and techniques, discussion of software options

May 26 (98-68).....W	10-11:30a	\$6	\$10
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**\*Fun, useful, and free websites (one session)** – Explore sites for travel, shopping, how-to, fun and games, medical research, and more

Apr 27 (4088-75).....T	10-11:30a	\$6	\$10
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**\*Greeting & Calling Cards (one session)** – Formatting issues, graphics, paper, color, printing.

Jun 9 (98-46).....W	10-11:30a		
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**\*HTML Introduction (one session)** – Learn the building blocks for web pages

May 12 (98-85).....W	2:30-4p	\$6	\$10
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**\*Labels and Stationery (one session)** – Setup, options, formatting and printing.

Jun 16 (98-42).....W	10-11:30a	\$6	\$10
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**Money Management (three sessions)** – Internet banking, social security, treasury direct and more

May 4, 11, 18 (98-36).....T	2:30-4p	\$18	\$30
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**\*Scanning (one session)** – Getting photos and documents into your computer. Demonstration. Bring a photo.

Jun 30 (98-70).....W	10-11:30a	\$6	\$10
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**\*Spreadsheets (three sessions)** – Using Excel for database bookkeeping

May 5, 12, 19 (98-39).....W	10-11:30a	\$18	\$30
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#### iMAC Classes

**Beginning (four sessions)** – Primary skills, word processing, email, internet

Apr 19, 23, 26, 30 (4089-07).....MF	12:30-2p	\$35	\$45
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**\*Intermediate (four sessions)** – More advanced word processing and email and internet

Jun 22, 24, 29, 7/1 (99-76).....TTh	2:30-4p	\$35	\$45
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**\*Organize Your MAC (four sessions)** – Installing, upgrading, and more

May 25, 27, 6/1, 3 (99-16).....TTh	2:30-4p	\$35	\$45
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\*Prerequisite: CLC Beginning class or equivalent (with instructor's approval)