

Computer Learning Center Winter 2005 Schedule

Free Labs and Groups for CLC Students

- **Users Group** – Every Monday, 9:30 – 11:00 am. Q&A Discussions and presentations. Everyone welcome.
- **MAC Users Group** – Thursdays through March as follows: 2/10 and 2/24 12:30-2:00pm, 3/10 and 3/24 2:30-4:00p
- **Special Interest Groups:**
 - **Digital Cameras**– Third Monday, 12:30 – 2:00 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.

Winter 2005 Class Schedule—PC and iMAC Classes

(s) (Account Number)	Day(s) Time	ACC Member	Non Member
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PC Core Classes

Beginning (six sessions)– primary skills: intro to windows and the mouse with focus on email and the internet: includes text formatting, files and folders, email composition, attachments, address book, internet navigation, and more.

Jan 11,13,18,20,25,27(4088-06).....	TTh 10-11:30a	\$40	\$55
*Feb 9,14,16,23,28, Mar2(4088-07).MW	2:30-4p	\$40	\$55
*No class on 2/21 (Holiday)			
Mar 15,17,22,24,29,31(#####).....	TTh 12:30-2p	\$40	\$55

***Files and Folders (one session)**– Organize and manage your data. A must for all users.

Jan 19 (4088-63).....	W 10-11:30a	\$6	\$10
Mar 17 (#####).....	Th 2:30-4p	\$6	\$10

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

Jan 18,20,25,27(4088-54).....	TTh 12:30-2p	\$24	\$40
Mar 8,10,15,17 (#####).....	TTh 10-11:30a	\$24	\$40

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

Jan 19,24,26,31 (4088-31).....	MW 2:30-4p	\$24	\$40
Mar 1,3,8,10 (#####).....	TTh 12:30-2p	\$24	\$40

Outlook Express Email (two sessions)– Learn basic email techniques that will apply to other email programs as well.

Feb 22,24 (4088-79).....	TTh 10-11:30a	\$12	\$20
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***Printing Essentials (one session)**– Setup and test page, multiple printers, maintenance, ink cartridges, color, more...

Feb 8(4088-82).....	T 12:30-2p	\$6	\$10
Mar 30 (#####).....	W 2:30-4p	\$6	\$10

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

Feb 9,16(4088-57).....	W 10-11:30a	\$12	\$20
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PC Specialty Classes

***Computer Maintenance & Security (three sessions)**– I- hardware tips, II-software tips, III-security

Feb 23, Mar 2,9 (4088-72).....	W 10-11:30p	\$18	\$30
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Digital Camera (two sessions)– Understanding your camera settings, getting photos into your computer

Feb 1,3 (4088-51).....	TTh 12:30-2p	\$12	\$20
Mar 29,31(#####).....	TTh 10-11:30a	\$12	\$20

Date(s) (Account Number)	Day(s) Time	ACC Member	Non Member
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***Editing Your Digital Photos (two sessions)**– Basic issues and techniques, discussion of software options

Mar 1,3 (#####).....	TTh 10-11:30a	\$12	\$20
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Financial Records Management with Quicken (two sessions) – Use Quicken to manage your finances.

Jan 25, 27 (4088-87).....	TTh 2:30-4p	\$12	\$20
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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

Feb 2 (4088-76).....	W 10-11:30a	\$6	\$10
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***HTML Introduction (two sessions)**– Learn the building blocks for web pages

Mar 22-24 (#####).....	TTh 10-11:30a	\$12	\$20
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***HTML:Creating a Web Page**– Two 2-hour sessions. Create a basic web page. Requires text editing and computer skills. Limited to six serious students.

To Be Arranged.....		\$16	\$28
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***Labels and Stationery (one session)**– Setup, options, formatting and printing.

Mar 16 (#####).....	W 10-11:30a	\$6	\$10
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Scanning (one session)– Getting photos and documents into your computer. Demonstration. Bring a photo.

Mar 23 (#####).....	W 10-11:30a	\$6	\$10
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***Spreadsheets (three sessions)**– Using Excel for database bookkeeping

Mar 9,16,23 (#####).....	W 2:30-4p	\$18	\$30
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iMAC Classes

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

Jan 28,31, Feb 4,7 (4089-06).....	MF 12:30-2p	\$35	\$45
Feb 15,18,22,25 (4089-07).....	TF 3:30-5p	\$35	\$45
Feb 11,18,25,28 (4089-07).....	MF 12:30-2p	\$35	\$45

Intermediate (four sessions)– more in depth word processing, menu, formatting and tool bars

Mar 7,11,14,18 (4089-76).....	MF 12:30-2p	\$35	\$45
Mar 21,25,28, Apr 1(4089-77).....	MF 3:30-5p	\$35	\$45