

# DSLCC Non-Credit Computer Courses –Fall 2010

Sponsored by the Dabney S. Lancaster Community College Non-Credit Program

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To register, or for more information, contact the Non-Credit Coordinator at (540) 863-2863 or email [jclark@dslcc.edu](mailto:jclark@dslcc.edu), or call the RRC at (540) 261-1211.

Courses are listed below by location: **DSLCC Rockbridge Regional Center**, Buena Vista; **DSLCC Clifton Forge campus**, Clifton Forge; **Bath County High School**; **Greenfield Education and Training Center** and **Botetourt Technical Center**, both in Botetourt County.

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## Room 907, DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista, VA

### **Computers for the Absolute Beginner**

Wednesdays, Sept. 8 – Nov. 3, 5:30 to 6:30 p.m. (no class Oct. 6) Tuition: \$65, plus cost of book, "Welcome to the World of Computers"\*. Eight-week course designed for anyone who has never used a mouse, keyboard or online features such as the Internet or email. If you have never turned on a computer or are totally intimidated by them, this course will get you started! Instructor: Ed Mays

### **Introduction to Computers I**

Wednesdays, Sept. 8 – 29, 6:45 to 8:45 p.m. Tuition: \$65, plus cost of book, "Welcome to Microsoft Office 2007"\*. Four-week course for individuals with little experience with computers. Learn the basics, including software applications, using Microsoft Office 2007. Keyboarding skills are helpful. Instructor: Ed Mays

### **Introduction to Computers II**

Wednesdays, Oct. 6 – Nov. 3, 6:45 to 8:45 p.m. (no class Oct. 6) Tuition: \$65, plus cost of book, "Welcome to Microsoft Office 2007"\* (same book is used for Intro I and II). A continuation of the Intro I course or for anyone who has a fundamental knowledge of computers but wishes to learn the basics of Excel and PowerPoint. Instructor: Ed Mays

### **Welcome to Word 2007, Level 1**

Wednesdays, Nov. 10 - Dec. 8, 5:30 to 8:00 p.m. (no class Nov. 24) Tuition: \$85, plus cost of book, "Microsoft Word 2007, Level 1"\* and flash drive. This course is for persons wanting to learn more about the new Microsoft Word 2007 program. Students will learn how to create, save, and retrieve documents, generate business letters, develop a memorandum and report, and learn how to use mail merge. Basic typing (keyboarding) skills are needed due to the amount of word processing involved in creating documents. The accompanying textbook will be available at the RRC. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

### **Welcome to Excel 2007, Level 1**

Fridays, Sept. 3, Sept. 10, Sept. 24, 5:30 to 8:50 p.m. Room 907. Tuition: \$85, plus cost of book, "Microsoft Excel 2007, Brief Series, Level 1" and flash drive. Learn to design work sheets, work with formulas and functions and create charts with Microsoft Excel 2007. Students should have prior computer knowledge. The accompanying textbook will be available at the RRC. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

### **Welcome to Excel 2007, Level 2**

Fridays, Oct. 15 – Nov. 5, 5:30 to 8:00 p.m. Tuition: \$85, plus cost of book, "Microsoft Excel 2007 Level 2", available at the RRC. Instructor: Ed Mays. Excel Level 2 will assist students who have completed the Excel Level 1 course by helping them move to the intermediate level when using spreadsheets. Students will work with large and multiple work sheets, learn how to add graphics and use templates, and create

outlines and tables. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

**Room 906, DSLCC Rockbridge Regional Center, 35 Vista Links Drive, Buena Vista, VA**

**Welcome to PowerPoint 2007, Level 1**

Tuesdays, Sept. 7 – 28, 5:30 to 8:00 p.m. Tuition: \$85, plus cost of book, “Microsoft PowerPoint 2007: Level 1”\* and flash drive\*\*. Learn how to create visually attractive electronic presentations. Students will also learn how to develop and manipulate slides, incorporate graphics and sound into their presentations, and create charts and tables that can be used effectively when sharing data. The accompanying textbook will be available at the RRC. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

**Welcome to PowerPoint 2007, Level 2**

Tuesdays, Oct. 12 – Nov. 2, 5:30 to 8:00 p.m.. Tuition: \$85, plus cost of book, “Microsoft PowerPoint, Level 2”\* This course will explain how to print handouts and create hyperlinks and tables. Students will learn to incorporate sound, graphics, and animation into their presentations. Besides using textures to change background colors of slides, students will also see how themes, a new feature found in Microsoft Office 2007 applications, can enable them to do this quickly and easily. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

**How to Buy the Right Computer**

Tuesday, Nov. 9, 5:30 to 7:30 p.m. Tuition: \$25 Are you planning to buy a computer? What do you need to know to make an informed choice? This seminar will provide information that will save you time and money when making your purchase. Instructor: Ed Mays

**Welcome to Word 2007, Level 2**

Tuesdays, Nov. 16 - Dec. 14, 5:30 to 8:00 p.m. (*no class Nov. 23*) Tuition: \$85, plus cost of book, “Microsoft Word 2007, Level 2”\* Those taking Microsoft Word Level 2 will be shown how to create newsletters, a policy manual, and promotional brochures. Students work with tables by inserting and deleting columns and rows and learn how to add and edit text in cells. Exercises will demonstrate how Clip Art, WordArt, and SmartArt can be used for visual appeal. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

**Room 504, McCarthy Hall, DSLCC Clifton Forge Campus**

**Computers for the Absolute Beginner**

Fridays, Sept. 17 through Oct. 8, 6:00 to 8:00 p.m. \$65, plus book, “Welcome to the World of Computers, 2<sup>nd</sup> ed” . Instructor: Armilda Haye. For anyone who has never used a mouse or keyboard. If you have never turned on a computer or are totally intimidated by them, this course will get you started!

**Computers for Advanced Beginners**

Fridays, Oct. 22 and 29, 6:00 to 8:00 p.m., \$65, plus book\*. For anyone who has completed the absolute beginner course and would like to learn more about email and browsing the Internet. Instructor: Armilda Hayes

**Welcome to Excel 2007, Level 1**

Mondays, Sept. 13-Oct. 11, 6:00 to 8:30 pm. (*no class Oct. 4*) Tuition: \$85, plus cost of book, “Microsoft Excel 2007, Brief Series, Level 1” and flash drive. Learn to design work sheets, work with formulas and functions and create charts with Microsoft Excel 2007. Students should have prior computer knowledge. The accompanying textbook will be available at the RRC. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

### **Welcome to Excel 2007, Level 2**

Mondays, Oct. 18 – Nov. 8, 6:00 to 8:30 p.m. Tuition: \$85, plus cost of book, “Microsoft Excel 2007 Level 2”, available at the RRC. Instructor: Ed Mays. Excel Level 2 will assist students who have completed the Excel Level 1 course by helping them move to the intermediate level when using spreadsheets. Students will work with large and multiple work sheets, learn how to add graphics and use templates, and create outlines and tables. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

### **How to Buy the Right Computer**

Monday, Nov. 15, 6:00 to 8:00 p.m. Tuition: \$25. Are you planning to buy a computer? What do you need to know to make an informed choice? This seminar will provide information that will save you time and money when making your purchase. Instructor: Ed Mays

### **Welcome to PowerPoint 2007, Level 1**

Mondays, Nov. 22 -Dec. 13 6:00 to 8:30 pm. Tuition: \$85, plus cost of book, “Microsoft PowerPoint 2007: Level 1”\* and flash drive\*\*. Learn how to create visually attractive electronic presentations. Students will also learn how to develop and manipulate slides, incorporate graphics and sound into their presentations, and create charts and tables that can be used effectively when sharing data. The accompanying textbook will be available at the RRC. The instructor will discuss flash drives the first night of class, but if you already have one, please bring it. Instructor: Ed Mays

### **Bath County High School, 464 Charger Lane, Hot Springs, VA**

#### **Computers for the Absolute Beginner**

Tuesdays, Oct. 5-26, 6:00 to 8:00 p.m., Bath County High School. \$65, plus book, “Welcome to the World of Computers”\*. For anyone who has never used a mouse, keyboard or online features such as the Internet or email. If you have never turned on a computer or are totally intimidated by them, this course will get you started! Instructor: Joey Crawford.

### **Greenfield Education and Training Center, 57 S. Center Drive, Daleville, VA**

#### **Introduction to Computers for Senior Citizens I**

Thursdays, Sept. 9 - Oct. 7, 9:00 to 10:45 a.m., \$70, plus book. Debbie Gilbert Tuition: \$70, plus cost of book, “Welcome to the World of Computers, 2<sup>nd</sup> Edition”, available at the Greenfield Center. Instructor: Debbie Gilbert. This course is designed with the senior citizen in mind. If you’ve never used a mouse, keyboard or online features such as the Internet or email, or if you’ve never turned on a computer or are totally intimidated by one, this fun and exciting class will teach you how to get the most out of your computer. (ITEC 1101-G1D, #71417)

#### **Introduction to Computers for Senior Citizens II**

Thursdays, Oct. 14 - Nov. 11, 9:00 to 10:45 a.m. \$70, plus book\*. Debbie Gilbert. For anyone who has completed the “Intro to Computers for Senior Citizens I” course and would like to learn more about software applications.

### **Botetourt Technical and Education Center, 253 Poor Farm Road, Fincastle, VA**

#### **Computers for the Absolute Beginner**

Thursdays, Oct. 7-28, 6:00 to 8:00 p.m. \$65, plus book. Deborah Yost. For those with little or no experience with computers. If you’re intimidated by your computer, this course will get you started! Accompanying book, “Welcome to the World of Computers, 2<sup>nd</sup> Ed.”\*, will be available the first night of class.

*\*Books may be purchased at the DSLCC Bookstore on the Clifton Forge campus, the DSLCC Rockbridge Regional Center in Buena Vista, or from the instructor the first night of class.*