

COMPUTERS & TECHNOLOGY



If you have little or no computer knowledge, Computer Confidence I, II and III are for you. Once you successfully complete all three courses, you may wish to move on to Microsoft Comprehensives and learn about additional features, tips and tools. Please note and comply with any listed prerequisites.

Computer Confidence I

CEU 1.5

Welcome all beginners, including the computer phobic, the first-time user and those with a tiny bit of computer knowledge! In this hands-on course, gain an understanding of what you need to know to be on your way to developing computer confidence! View Microsoft applications such as Word, Excel, PowerPoint and Access. Learn to search the internet, and how to create, save and print documents.

Prerequisite: None

Tuition: \$99 + general fee \$31 + laboratory fee \$69.
Total \$199

JCSC 365-82 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m. September 12-28 (no class September 21) (5 sessions)

JCSC 365-83 Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., September 16, 23, October 7, 14

Computer Confidence II

CEU 1.5

Increase your effectiveness and efficiency on the computer. Learn more about spreadsheets, word processing and file manipulation using computer commands. Build a household budget using Excel, and create a basic letter and small newsletter using Clip Art and other functions in Word.

Prerequisite: Computer Confidence I or equivalent knowledge.

Tuition: \$99 + general fee \$31 + laboratory fee \$69.
Total \$199

JCSC 366-68 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., October 3-17 (5 sessions)

JCSC 366-69 Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., October 21, 28, November 4, 11

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NOW!**

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