

# Computer Classes

**NEXT  
AVAILABLE  
CLASS**



## BEGINNING BEGINNING EXCEL 2007

COMM\_ED100-99065

0 CREDIT

Fundamental spreadsheet features and functions. Learn the basics of creating a worksheet with text, numbers, and mathematical formulas. Explore techniques to edit, format, and print workbooks. Prerequisites: None. This class meets at the PC Downtown Campus, 640 North First Avenue.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18748	PCDT125	TUTH	5:00- 9:00P	02/29-03/08	STAFF	\$69

## COMPUTER SKILLS FOR THE WORKPLACE

COMM\_ED100-99066-002

0 CREDIT

This class is designed to cover the basic entry level computer skills. Topics include Windows and applications including Word, Excel, and PowerPoint. 16 hour course.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18749	PCDT125	THFR	8:00A - 5:00P	03/08-03/16	STAFF	\$265

## QUICKBOOKS 2010 TRAINING

COMM\_ED100-99084-002

0 CREDIT

Learn the basics of this business accounting package in a two-day training program. Topics covered include inventory, invoices, accounts receivable, accounts payable, payments, bank transactions, check register, creating reports, graphs, tracking sales, payroll, customizing forms, estimating, time tracking, and job costing. 8 hour course. Prerequisites: None. This class meets at the PC Downtown Campus, 640 North First Avenue.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18993	PCDT125	THFRI	8:00A- 5:00P	03/22-03/23	STAFF	\$69

## BEGINNING WORD 2007

COMM\_ED100-99064

0 CREDIT

Designed for those with little or no knowledge of Word, you will learn to create, edit, and save a document; Discover how to copy and paste, use tabs, indents, bullets, numbering, headers and footers, and change document layouts. Prerequisites: None. This class meets at the PC Downtown Campus, 640 North First Avenue.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18747	PCDT125	TUTH	5:00- 9:00P	04/17-04/26	STAFF	\$69

## MICROSOFT PROJECT 2007

COMM\_ED100-99063

0 CREDIT

Learn to use Microsoft Project, to help you manage a full range of tasks and projects. Prerequisites: None. This class meets at the PC Downtown Campus, 640 North First Avenue.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18746	PCDT125	TUTH	5:00- 9:00P	05/01-05/03	STAFF	\$69

## BEGINNING EBAY

COMM\_ED100-99055

0 CREDIT

You will learn how to use eBay's website to register, search, bid, and sell items for fun and profit. This class is hands-on and held in the computer lab. Prerequisites: None. This class meets at the PC Downtown Campus, 640 North First Avenue.

CLASS#	ROOM	DAYS	TIME	DATES	INSTR	COST
18744	PCDT125	TUTH	6:00- 10:00P	05/08-05/10	STAFF	\$69



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