

## **COMPUTER**

### **Access 2010, Beginning**

Unleash the power of Access 2010 to help you store, organize and sort your data. If you are currently using Excel to manage lists of contacts, inventories, or tasks, you are working harder than you have to. You'll learn the basics of database design and build a working database including tables, forms, queries and reports. You'll then customize your database to generate professional reports for your organization and export information to other applications like Word or Excel. For students who have computer experience; bring a flash drive to class.

Steven Patterson, Instructor. 6:30-8:30 pm, Thursdays, Feb. 16 to Mar. 1. Chemeketa Salem Campus, Bldg. 6, Rm. 100.

(CRN 61348) \$69 Register by Feb. 13 or register online and save \$10

### **Apple/Mac iDVD Workshop**

Learn the basics of MAC iDVD in this introductory level workshop. You'll learn how to navigate the program, import video clips, basic editing, sharing your edited videos, and burning your DVD. DVDs will be provided.

Linda Spaulding, Instructor. 9 am-Noon, Saturdays, Mar. 3 to Mar. 10. Chemeketa Salem Campus, Bldg. 4, Rm. 296.

(CRN 62253) \$69 Register by Feb. 29 or register online and save \$10

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### **Home Computer Basics Series - Apple/Mac Computers**

Take the series, which includes the basics, intermediate and multi-media workshops, and save \$68.

Dylan Juran, Instructor. 6:30-8:30 pm, Thursdays, Jan. 12 to Mar. 8. Chemeketa Salem Campus, Bldg. 4, Rm 296.

(CRN 61532) \$139

### **Beginning Workshop – Jan. 12 to 26**

If you are just beginning to use a computer, this Apple/Mac class is for you. You'll learn the basics of the Mac system, from turning the computer on to exploring some of the multi-media applications that Apple provides. This class is designed specifically for students new to computers.

(CRN 61529) \$69 Register by Jan. 6 or register online and save \$10

### **Intermediate Workshop – Feb. 2 to 16**

Dive deeper into the powerful programs that Apple/Mac provides. Use your Mac to create and edit documents and save your work for future use. You'll find out about file storage and get some helpful hints and tips on finding your files easily. For students who have completed the beginning level Apple/Mac Class or have experience operating a PC.

(CRN 61530) \$69 Register by Jan. 30 or register online and save \$10

### **Multi-Media Applications Workshop – Feb. 23 to Mar. 8**

This workshop will show you the versatility of the Apple/Mac software applications. Work in a variety of file formats to create, edit and save your work and use the internet to share your work with others. For students who have taken the Beginning Apple Computers class.

(CRN 61531) \$69 Register by Feb. 20 or register online and save \$10

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### **Apple/Mac Computer Series**

Take the series, which includes the iPhoto, iMovie and Garage Band workshops, and save \$68. These classes are geared towards students who have taken the Beginning Apple/Mac Computer class.

Linda Spaulding, Instructor. 9 am-Noon, Saturdays, Jan. 14 to Feb. 25. Chemeketa Salem Campus, Bldg. 4, Rm. 296 .

(CRN 61238) \$139

### **iPhoto Workshop – Jan. 14 to 21**

Unleash the power of iPhoto and import, organize, manipulate, and save your digital photographs. Learn to work with albums, slideshows, and advanced editing. You will learn to share your photos and slideshows via email, online and social media, and in stunning print projects.

(CRN 60099) \$69 Register by Jan. 11 or register online and save \$10

### **iMovie Workshop – Jan. 28 to Feb. 4**

Discover iMovie '11 and learn how to create a masterpiece using images from camcorder, digital camera, or iPhone. You'll also manage image and audio editing and use effects to create professional looking movies.

(CRN 60100) \$69 Register by Jan. 25 or register online and save \$10

### **Garage Band Workshop – Feb. 18 to 25**

Crank out tunes even if you can't tell a chord from a cord. You will quickly learn how to pick out your instruments and tinker with amps and effects, then play and record up to eight tracks. You will also learn to create podcasts, using your own voice to use in an array of applications.

(CRN 60101) \$69 Register by Feb. 8 or register online and save \$10

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### **eBay Basics**

Learn to sell on eBay "The Right Way" from an eBay trained Certified Education Specialist. The course covers the entire listing process, including researching your item's value; selecting the right selling format; adding pictures to your listing; packing and shipping items; and processing payments. Students can bring an item to class and list it on eBay without incurring any fees until the item sells.

Patricia Gilson, Instructor. 6-8:30 pm, Thursdays, Jan. 12 to Feb 23 (no class Feb 9). Center 50+, Computer Lab.

(CRN 60016) \$129 Register by Jan. 9 or register online and save \$10

### **Excel 2010, Beginning**

Discover the power of Excel 2010 and put these powerful spreadsheets to work for you. You'll find out about using Excel templates and create spreadsheets for a variety of applications from calendars to mailing lists and more. Find out how to create formulas to perform several different calculations. This fun paced class is geared to students who have taken the Introduction to Home Computers class.

Michelle Graham, Instructor. 6:30-8:30 pm, Wednesdays, Jan. 11 to Jan. 25. Chemeketa Salem Campus, Bldg. 6, Rm. 101.

(CRN 61354) \$69 Register by Jan. 6 or register online and save \$10

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### **Microsoft Business Bundle Series – Session 1**

Are you looking to improve or enhance your computer efficiency, or want to improve your job-related computer skills? This course will help you become more proficient with computer applications used by professionals in today's office environment. This fast-paced beginning level series will have you using Publisher, PowerPoint, and Outlook to develop and create flyers, advertisements, brochures, presentations and powerful and effective email communications. Save \$68 when you enroll in the series!

Eileen Maki, Instructor. 6:30-8:30 pm, Tuesdays, Jan. 10 to Mar. 6. Chemeketa Salem Campus, Bldg. 6, Rm. 128.

(CRN 62255) \$139

### **Microsoft PowerPoint for Business – Jan. 10 to 24**

Learn to use Microsoft PowerPoint 2010 to develop professional quality presentations. You'll find out how to create professional quality slide presentations including animations, slide transitions, charts, media clips, photos, videos and hyperlinks. You'll also find out how to access PowerPoint templates and personalize them to your business needs.

(CRN 62256) \$69 Register by Jan. 5 or register online and save \$10

### **Microsoft Publisher for Business – Jan. 31 to Feb. 14**

If you are new to graphic design, come and find out how to use Microsoft Publisher 2010 for your Business marketing. You'll find out how to create and publish a wide variety of great documents including brochures, flyers, posters and print-ready advertisements with Publisher. You'll find out how to use the built-in layouts and templates, customize them, and publish them for a variety of applications, from publishing in a newspaper to posting on a website.

(CRN 62257) \$69 Register by Jan. 26 or register online and save \$10

### **Microsoft Outlook for Business – Feb. 21 to Mar. 6**

Outlook 2010 is a very versatile and powerful program with many business applications. Come and learn how to take advantage of the features Outlook has to offer. In addition to email, you will learn how to use the automated features of the program, back up data, create email groups, manage contacts and format professional looking communications.

(CRN 62258) \$69 Register by Feb. 16 or register online and save \$10

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### **Microsoft Business Bundle Series – Session 2**

Are you looking to improve or enhance your computer efficiency, or want to improve your job-related computer skills? This course will help you become more proficient with computer applications used by professionals in today's office environment. This fast-paced beginning level series will have you using Word 2010 to develop professional documents, and Excel 2010 for intermediate and advanced business applications. Save \$68 when you enroll in the series!

Eileen Maki, Instructor. 6:30-8:30 pm, Thursdays, Jan. 12 to Mar. 8. Chemeketa Salem Campus, Bldg. 6, Rm. 127.

(CRN 62260) \$139

### **Excel 2010, Intermediate for Business – Jan. 12 to 26**

Microsoft Excel 2010 is an essential tool in business productivity. If you are already somewhat familiar with Excel 2010, and want to learn how to use the software to analyze data, share information, generate meaningful reports and make more informed decisions, then this class is for you. You'll learn about formulas, "IF" statements, conditional formatting, merging data, freezing panes, grouping columns and adding headers and footers. For students who can perform basic formatting and can navigate Excel 2010.

(CRN 62261) \$69 Register by Jan. 9 or register online and save \$10

### **Excel 2010, Advanced for Business – Feb. 2 to 16**

In this advanced class, you will delve even deeper into Excel 2010 and learn how to effectively use this powerful spreadsheet program for business. Excel will not only perform calculations on data, it can be used to perform detailed analysis, summarized analysis, generate professional reports and much more. This class will teach you how to access and use text functions, label formulas, multiple series charts, pivot tables, look-up features, creating custom views, use auto filters, locking cells, and protecting worksheets and workbooks. For students who have completed the Excel 2010 Intermediate class.

(CRN 62262) \$69 Register by Jan. 30 or register online and save \$10

### **Word 2010, Intermediate for Business – Feb. 23 to Mar. 8**

If you have the basics of Word 2010 down, and want to increase your skills and abilities using Word, this class is for you. You'll learn how to use the many features of Word to create and customize documents, format content, manage and format illustrations, control pagination, use text boxes, and use Quick Parts features to organize content, modify tables and merge documents. For students who have basic Word formatting skills.

(CRN 62263) \$69 Register by Feb. 20 or register online and save \$10

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### Home Computer Basics Series - Personal Computers

Take the series, which includes the Introduction to Home Computers, Word Processing and Internet & Email workshops, and save \$68. Choose from Tuesday afternoon or Wednesday evening classes.

**Session 1** - Lisa Pinter, Instructor. 2-5 pm, Tuesdays, Jan. 10 to Feb. 14. Chemeketa Salem Campus, Bldg. 6, Rm. 202.

(CRN 61324) \$139

**Session 2** - Veronica Murray, Instructor. 6-8 pm, Wednesdays, Jan. 11 to Mar. 7. Chemeketa Salem Campus, Bldg. 6, Rm. 217.

(CRN 61215) \$139

### Introduction to Home Computers

Not sure where to start with your computer? Gain basic computer operations skills in this relaxed paced class for students new to computers. You'll use the keyboard, mouse, and Windows.

**Session 1** – Jan. 10 & 17.

(CRN 58615) \$69 Register by Jan. 5 or register online and save \$10

**Session 2** – Jan. 11 to 25.

(CRN 55136) \$69 Register by or register online and save \$10

### Word Processing

Create and save letters and documents on your PC. Now that you have the basics down, use your computer to create and edit documents and save your work for future use. This fun paced class is geared to students who have taken the basic operation of computers class.

**Session 1** - Jan. 24 & 31.

(CRN 58616) \$69 Register by Jan. 19 or register online and save \$10

**Session 2** – Feb. 1 to 15

(CRN 55137) \$69 Register by or register online and save \$10

### Internet & Email

Want to write emails to friends and family? How about shopping online? Use the internet to send and receive emails; and to shop, research, and use the internet to find information. This fun, relaxed paced class is geared to students who have taken the basic operation of computers class.

**Session 1** - Feb. 7 & 14.

(CRN 58617) \$69 Register by Feb. 2 or register online and save \$10

**Session 2** – Feb. 22 to Mar. 7

(CRN 55917) \$69 Register by or register online and save \$10

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