

COMPUTERS

Basic Intro to Computers

This class is an introduction to the computer for those with some, little or no computer knowledge and would like to understand and be comfortable using their computer.

Learn the basics of start up, shut down, customizing your screen, and many other topics. Using the internet, emailing, and retrieving photos from your digital camera is included. An email address is required but one may be created in class if you do not have one.

Elise d'Entremont is a local IT instructor, consultant and writer. She has taught computer software applications through CompUSA, community colleges, businesses, and training companies. She stands out due to her knowledge, patience and a talent to make what appears complex to become simple.

1327.300	3 Sessions	Thu
	May 17-31	10 am-noon
	\$79	WBDC 307

NEW Typing for Success

Increase your efficiency and marketability through this course designed to make you a successful typist by improving your typing speed and accuracy. You will be engaged in learning fundamentals, along with typing competitions, challenges, and games.

Matthew Mohr has taught students in Michigan basic computer care and safety, how to type, design websites, and use a variety of computer software applications.

1334.300	4 Sessions	Tue
	Apr 17-May 8	6:30-7:30 pm
	\$39	WBDC 307
1334.301	4 Sessions	Tue
	May 15-June 5	6:30-7:30 pm
	\$39	WBDC 307



NEW Craigslist Made Simple

Interested in buying or selling on Craigslist? Create an account, place an ad, discuss safety, how to search, how most people set prices and what to expect when buying or selling online and locally. An email address is required; you can create one in class if you do not have one. Access to a cell phone in class is required. Optional: bring photos on a CD/DVD or flash drive.

Elise d'Entremont

1238.300	1 Session	Thu
	May 3	6:30-8:30 pm
	\$25	WBDC 307

NEW Skype Made Simple

What's all the hype with Skype? It is an easy way to keep up with friends and family using a computer with a webcam and the internet. See and talk with them using Skype. Come and find out how simple it really is.

Elise d'Entremont

1237.300	1 Session	Thu
	Apr 26	10 am-noon
	\$25	WBDC 307

Excel for Beginners

This class will take you from "I have never used Excel" to knowing your way around. During the course you will learn how to navigate, utilize, and update spreadsheets, along with many useful tips and tricks to use Excel more efficiently. The second class will consist of formulas and charting. Must have basic computer skills to take this course.

Jessica Wagner has been using Excel for over 10 years on a daily basis. She has been teaching the course for her co-workers and for Community Education for several years.

1235.300	2 Sessions	Mon
	Apr 16 & 23	6:30-8:30 pm
	\$29	WBDC 307
1235.301	2 Sessions	Mon
	May 14 & 21	6:30-8:30 pm
	\$29	WBDC 307