Computer User’s Corner

A USB Flash Drive is required for every computer class.

Business Computing

CTF 47
Business Computing $325
Mon-Wed 6:45-9:45pm
Oct 1-Dec 12 OR
Sun 9am-3:30pm
Oct 7-Dec 16

This course offers a basic overview of the Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that employers expect workers to know.

Prerequisite: A computer skills test will be administered at the first class session to assess proficiency. Students may be required to take RCL 39, Getting Started With Computers, as a prerequisite.

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RCL 12
Excel™: Fundamentals Workshop $80
Fri 9:30am-4:30pm
Nov 16

For the PC user with no prior spreadsheet experience who is interested in learning the software. In 6 hours this introductory course moves you through the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions, and printing options. Emphasis is on the fundamentals.

Prerequisite: Basic computer knowledge

RCL 22
Adobe CC™ Beginner: $175
Wed 6:45-9:45pm
Oct 3-Dec 12

This is a basic course for beginners and covers an introduction to the three main programs of Adobe’s Creative Cloud; Illustrator, Photoshop and InDesign. You will gain an understanding of the similarities, differences, capabilities and how best to use the elements in producing beautifully designed print and/or digital communication pieces.

Prerequisite: Basic computer knowledge

RCL 32
Excel™: Basics
Tue 6:45-9:45pm
Oct 2-Dec 4

Learn the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions and printing options.

Prerequisite: Basic computer knowledge

RCL 33
Word™: Beginner $175
Wed 6:45-9:45pm
Oct 3-Dec 12

An introductory course to this powerful software. You will learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spellcheck and thesaurus. The emphasis is on fundamentals.

Prerequisite: RCL 39 Getting Started with Computers or equivalent.

RCL 39
Getting Started with Computers $175
Thur 6:45-9:45pm
Oct 4-Dec 13 OR
Sat 10am-1pm
Oct 6-Dec 15

Beginners learn the basic elements of a Microsoft Windows™ equipped P.C.
Includes terminology and guidance for an effective computer configuration.

RCL 41
Computers for Mature Adults $175
Sun 9am-12pm
Oct 7-Dec 16

This course is designed for adults, 50 or older, who want to learn about computers. Through patient hands-on instruction, adults will explore Windows™ and learn about software packages.

RCL 59
Getting Started with Web Design $175
Wed 6:45-9:45pm
Oct 3-Dec 12

Learn how to create your own web page. Learn about incorporating images and text as well as how to use and register your domain name.

Prerequisite: Basic computer knowledge.
RCL 63
Mobile Application Programming $175
Sun 12-3pm
Oct 7-Dec 16

Learn to create your own basic mobile apps for laptops, iOS and Androids by building mobile app content utilizing HTML, CSS, JavaScript and jQuery.  
Prerequisite: Basic computer knowledge.

RCL 64
Powerpoint™ & The Art of Presentation Workshop $50
Fri 10am-1pm
Nov 30

This one-day seminar on PowerPoint™, the most widely used presentation tool, will help you jazz up your presentations. We will introduce charts, graphs, text insertion, visual components, and customized presentation.
Prerequisite: Basic computer knowledge.

RCL 71
Keyboarding for Speed and Accuracy $175
Thur 6:45-9:45pm
Oct 4-Dec 13 OR
Sun 10am-1pm
Oct 7-Dec 16

Geared toward developing skills for fast keystroking, our instructors use a battery of exercises, each designed precisely to drive home critical skills for beginner & experienced users. You can acquire full performance high-speed/high-accuracy keyboarding skill. There will also be an introduction to Microsoft Word™.