Business Computing

CTF 47
Business Computing...
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sun 9am-3:30pm
Jan 21-Mar 25

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.

Computer User’s Corner

A USB Flash Drive is required for every computer course.

RCL 22
Adobe CS6™ Beginner: Illustrator, Photoshop, and InDesign...
Wed 6:45-9:45pm
Jan 24-Mar 28

This is a basic course for beginners and covers an introduction to the three main programs of Adobe’s Creative Suite™. 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 27
Basic Web Development: HTML5 & CSS...
Thur 6:45-9:45pm
Jan 25-Mar 29

Learn how to write in Basic HTML5, the construction of documents with headings, text, tables, lists, audio, video and photos. You will also learn CSS which covers web pages, including colors, layout, and fonts.

Prerequisite: Basic computer knowledge.

RCL 33
Word™: Beginner...
Wed 6:45-9:45pm
Jan 24-Mar 28

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 w/Computers or equivalent.

RCL 39
Getting Started with Computers...
Thu 6:45-9:45pm
Jan 25-Mar 29 OR
Sat 10am-1pm
Jan 20-Mar 24

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...
Sun 9am-12pm
Jan 21-Mar 25

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...
Wed 6:45-9:45pm
Jan 24-Mar 28

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...
Sun 12:30-3:30pm
Jan 21-Mar 25

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.
Keyboarding for Speed and Accuracy  **NEW!**  $175
Thur 6:45-9:45pm  
Jan 25-Mar 29 OR  
Sun 10am-1pm  
Jan 21-Mar 25

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™.