Computer User’s Corner

A USB Flash Drive is required for every computer course.

**RCL 32**
Excel™: Basics
MonWed 6:45-9:45pm
July 7-Aug 6

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

**Prerequisite: Basic computer skills.**

**RCL 33**
Microsoft Word: Beginner
TueThu 9:45am-12:45pm
July 8-Aug 7

Learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spell check and thesaurus.

**Prerequisite: RCL 39 Getting Started with Computers or equivalent.**

**RCL 39**
Getting Started with Computers (T)
MonWed 6:45-9:45pm
July 7-Aug 6

Learn the basic elements of a Microsoft Windows™ equipped PC—the terminology and recommendations for an effective computer configuration. The course also includes an introduction to popular business software and using the Internet.

**RCL 41**
Computers for Mature Adults
TueWed 6:45-9:45pm
July 8-Aug 6

Through patient hands-on instruction, adults, 55 or older, will explore Windows™ and learn about software packages. This is the perfect course for new entrants to the "age of computers."

**A+ Certification**

**CTF 71**
A+ Certification: Hardware I
TueWedThur 6:45pm-9:45pm
July 8-July 23

Review PC hardware components. Includes storage and processing component areas, motherboards, RAM, power supplies, BIOS, CMOS, expansion boards, floppy and hard drives. Part of A+ Certification exam review series.

**CTF 72**
A+ Certification: Operating Systems I
TueWedThur 6:45pm-9:45pm
July 29-Aug 13

Review PC operating systems. Examine the DOS operating system, Windows 3x interface, Windows 9x and Plug and Play and cover installation, memory management, troubleshooting, optimizing and problem solving. Part of A+ Certification exam review series.