Computer Courses

RCL 74 Business Computing $325
**MonWed 6:45-9:45pm
April 6-June 24 OR
Sun 9am-3:30pm
April 19-June 21**

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.

RCL 59 Getting Started with
Web Design $175
**Wed 6:45-9:45pm
April 22-June 24**

Learn how to create your own web page and about incorporating images and text as well as how to use your domain name.
Prerequisite: Basic computer knowledge.

RCL 64 Powerpoint & The Art of Presentation
Workshop $50
**Wed 6:45-9:45pm
May 13**

This workshop, the most widely used presentation tool, will help you jazz up your presentations. We will introduce charts, graphs, text insertion, visual components, and customized presentations.
Prerequisite: Basic computer knowledge.

RCL 73 Intro to Graphic Design $175
**Thur 6:45-9:45pm
April 23-June 25**

Learn basic design principles, focusing on things you can use in real life. You will work on different projects each week: projects include logos, business cards, flyers, posters, photo collages, gift wrap design and more. Learn how some of your designs can be digitized for online use.