

CONWAY ADULT EDUCATION CENTER COMPUTER TRAINING DEPARTMENT

1925 Lee Ave. Conway AR 72034

REGISTRATION

Monday–Thursday–January 4 - 12, 2012, 9:00 am – 4:00 pm

Friday, January 6 & 13, 2012, 9:00- 12:00 noon

Or until classes fill

Contact the center if you need to register later than 4:00 pm

Term begins January 17, and ends March 5, 2012, No classes Jan. 16, or Feb. 20, 2012

Day Classes			
COURSE	DAY	TIME	COST
Keyboarding	Contact the center	8:30 – 11:30 a.m. or 1:00 – 3:00 p.m.	FREE
MS Word 2007	Monday	9:00 – 11:00 a.m.	\$45.00
Introduction to Computers	Monday & Wednesdays	9:00 – 11:30 a.m.	FREE
MS Excel II 2007	Tuesday	9:00 – 11:00 a.m.	\$45.00
How to keep your Computer running smoothly	Tuesday	9:00 – 11:00 a.m.	\$35.00
MS Excel I 2007	Wednesday	9:00 – 11:00 a.m.	\$45.00
Internet/Email	Monday	1:00 – 3:00 p.m.	\$35.00
Digital Photo & Editing	Monday	1:00 – 3:00 p.m.	\$50.00
Windows 7	Tuesday	1:00 – 3:00 p.m.	\$35.00

Night Classes			
COURSE	DAY	TIME	COST
Digital Photo & Editing	Tuesday	5:30 – 7:30 p.m.	\$50.00
Windows 7	Tuesday	5:30 – 7:30 p.m.	\$35.00
Keyboarding	Tuesday	5:30 – 8:30 p.m.	FREE
QuickBooks	Thursday	5:30 – 7:30 p.m.	\$50.00
MS Excel I 2007	Thursday	5:30 – 7:30 p.m.	\$45.00

Workshops			
COURSE TITLE	DATE	TIME	COST
Get acquainted with Gmail	Wednesday	1:00 – 3:30	FREE
Photo Editing with Picnik	Thursday, January 19	All Thursday Workshops will be 9:00 a.m. to 3:00 p.m., with break for lunch on your own	\$30.00
MS PowerPoint 2007	Thurs., Jan. 26, & Feb. 2		\$35.00
Computer Organization	Thursday, Feb. 9		\$30.00
Google Docs	Thurs., Feb. 23 & Mar. 1		\$35.00

\$5 discount for seniors over 60

Conway Adult Education Center

501-450-4810

www.caec.org

E-mail - dferguson@conwaycorp.net

Sorry no refunds

Checks or cash only



Workshop Descriptions

Photo Editing with Picnik – Use free software to make fabulous photos, use special effects, awesome fonts, shapes and frames.

MS PowerPoint 2007 – Teaches the essentials for creating a basic presentation using design templates, transitions, animations, clip art and pictures

Computer Organization – This workshop helps with the crucial organization of the Windows file system, emphasis is given to saving, opening, deleting, moving, finding files and creating folders for a better organized filing system for your computer.

Google Docs - is a free, Web-based office suite, and data storage service offered by Google. In this workshop users will learn how to create and edit documents online while collaborating in real-time with other users. Google Docs combines the features of a word-processing, spreadsheets and presentation program. Google Docs is only one of the many new products being featured in Conway Corporations new email upgrade.

Get acquainted with Gmail - to assist clients with Gmail what you'll see and getting use to the look, changes and features.

Course Descriptions

Keyboarding –The student will learn the alphabetic and numeric keys by touch using proper techniques. Instruction is computerized and individually paced.

Introduction to Computers – A basic introduction to computers. This class takes some of the mystery out of computers. You will take a look at a computer front, back, and inside, learning the names of the parts and all will be explained in simple terms. Learning terminology or “computer language” is the first key to successful use of the computer.

How to keep your computer running smoothly – Instruction on how to safeguard your computer using free anti-virus software, free spyware, downloading and installing updates to Windows, removing unwanted files and programs that drain your computers resources, and keeping your computer running smoothly.

Windows 7 - (Microsoft's newest operating system) - this course will familiarize you with the features and environment of this new operating system, file and folder management, and many new features only offered in Windows 7.

Internet/Email - An introductory course that includes the applications Internet Explorer 9 and Windows Live Mail. You will learn many useful terms, such as cookie, cache, HTTP and FTP; how to navigate to a specific web address; how to work with Favorites and much more! **Prerequisite: Windows**

MS Word - enables students to produce documents used in business offices. Students will create, edit, store, retrieve, and print documents using MS Word for Windows. **Prerequisite: Proficient Windows and keyboarding skills suggested.**

MS Excel I — introduces spreadsheets using Microsoft Excel as a powerful tool for managing numerical data and performing calculations. In addition to creating and formatting spreadsheets, the course focuses on built-in functions and graphics. **Prerequisite: Proficient Windows and keyboarding skills suggested.**

QuickBooks Professional – the leading choice of small businesses for fast, easy financial management. Manage customers, vendors, and employees easily all in one simple screen in the Customer Center, Vendor Center, and Employee Center. Get all the tools you need in one package: pay bills, print checks, track expenses, manage payroll, and create customized estimates, invoices, purchase orders and reports. **Prerequisite: Understand accounting basics and Windows skills suggested.**

Digital Photo & Editing – Instruction in composing great shots, transferring your images, editing and enhancing digital photos with Photoshop Elements, plus managing & sharing your digital photos. **Prerequisite: Proficient Windows skills.**