

Course	Description	Instructor	Start Time	Time	# of Weeks	Fee*
Computer Fundamentals	A beginners course. Practice use of the mouse. Learn hardware terms. Cut, copy, paste. Learn computer terms. Prerequisite: an interest in computers.	Cleo Roberts, Instructor Dorothy Henson, Coach	January 21	Wednesday 9Am-Noon	5+	Free**
Telecommunications	Install and configure your modem. Surf the World Wide Web. Prepare, send and receive e-mail. Prereq: Familiar with Windows Programs	Ray Rash, Instructor Bill Bass, Coach Pat Flynn, Coach	unscheduled	Mondays 1PM-4PM	8	\$35
Introduction to Windows XP	A beginners follow-up course. Basic Windows skills and File Management Prereq: Computer Fundamentals or equivalent	Al Knebel, Instructor Audrey Kratky, Coach Jack Milner, Coach	January 27	Tuesdays 1PM-4PM	8	\$30
Graphics/Digital Photography	Basic introduction to graphics and digital photography using Adobe Photo Elements. Prereq: Familiar with Windows Programs	JP Williams, Instructor Gene Wells, Coach	Unscheduled	Tuesdays 1PM -4PM	8	\$45
Introduction to Works	Basic features of Word Processor, Spreadsheet, Database and Internet Prereq: Comp. Fundamentals	Bob Bailey, Instructor Dorothy Henson, Coach	Unscheduled	Wednesday 9AM-Noon	8	\$35

Introductions to Word	<p>Learn basic word processing skills. Learn the capabilities of Microsoft Word. Create documents, format text, etc.</p> <p>Prereq: Computer Fundamentals and/or Windows</p>	<p>Evert Stong, Instructor Vern Magill, Coach Audrey Kratky, Coach</p>	<p>Unscheduled</p>	<p>Wednesday 1PM-4PM</p>	<p>6-8</p>	<p>\$40</p>
Quicken	<p>Track your finances. Checkwriting, balancing and reconciling your account. Set up a budget. Compile reports.</p> <p>Prereq: Familiar with Windows Programs</p>	<p>Unscheduled</p>	<p>Unscheduled</p>		<p>6+</p>	<p>\$30</p>
Genealogy/Family Tree Maker	<p>Organize Ancestors in a card file metaphor. Enter data and edit records using Family TreeMaker.</p> <p>Prereq: Familiar with Windows Programs</p>	<p>Belle Hervey, Instructor Dorothy Henson, Coach</p>	<p>Unscheduled</p>	<p>Fridays 9AM-Noon</p>	<p>6</p>	<p>\$30</p>