

CCOKC-SNLC COURSE CURRICULUM

COURSE TITLE	DESCRIPTION	#SESSIONS	START DATES & TIME	COST
Computer Fundamentals	Beginners Course – A basic introduction to Computers, the Windows operating system and extensive practice using a mouse and plus some keyboard exercises.	5 Weeks	TBA	\$20 + cost of workbook which is optional.
Introduction to Computer Basics	Review Computer Fundamentals and Windows Operating System. Also Introduction to some features of MS Word, the Internet, the World Wide Web, and File Management. Prerequisite – Computer Fundamentals or equivalent.	6-8 Weeks	TBA	\$20 + cost of workbook which is optional.
Introduction to Windows*	Introduction to Windows Operating System to include Manipulating Windows, working with the Desktop and Taskbar, accessing Help, File Management and more. Prerequisite Computer Fundamentals and Intro to Computer Basics	8 Weeks	TBA	\$20 + cost of workbook which is optional.
Internet & Email Basics	Install and configure your modem; Send and Receive Email; Surf the Web Plus more. Prerequisite: Intro to Computer Basics and Windows.	8 Weeks	TBA	\$20 + cost of workbook which is optional.
Introduction to Word	Introduces the concept of word processing to include creating, editing, saving, retrieving and printing documents. Also learn about font styles, setting margins, spell check etc. Prerequisite: Intro to Computer Basics and Windows.	8 Weeks	TBA	\$20 + cost of workbook which is optional.
Genealogy/Family TreeMaker	Learn how to organize and display basic and detailed genealogy information, including how to search archives and print family trees. This course is for people who are seriously interested in genealogical research. Prerequisite: Some computer experience.	6 Weeks	TBA	\$20 + cost of workbook which is optional.
Photoshop Elements(Beginners)	Basic introduction to graphics and digital photography using Adobe Photo Elements 6. Prerequisite: Some computer experience.	8 Weeks	TBA	\$20 + cost of workbook which is optional.

NOTES: Our courses are open to everyone, and you must register to take them. Also space is limited. To register, you can stop in at our office and fill out a registration form or, you can contact Charlene Francis, by phone (405) 359 5675 or, email, cfrancis2@cox.net. Once registered you will be contacted regarding the date of enrollment.

*Fee includes Student Manual and Floppy Disk(s) as needed.

**Free with Sr. Combo Membership/Renewal