

SNLC Class Schedule

COURSE	DESCRIPTION	INSTRUCTORS & COACHES	START DATE	DAY/TIME and # OF WEEKS	COST
Computer Fundamentals	Intro to computer hardware ,software and . The operating System. Use the mouse and keyboard to perform basic exercises in Paint, WordPad and Windows XP.	Instructor-Cleo Roberts Coaches-Dorothy Henson Brenda Butcher	March 3, 2008	Monday 10 AM -12 Noon 5 consecutive weeks	FREE
Intro To Computer Basics	Review of Windows basics and introduction to selected Word processes plus more.	Instructor: Audrey Kratky Coaches: Belle Hervey and Al Jamison	March 3, 2008	Monday 1 -3 PM 6-8 consecutive weeks	\$20
Introduction to Windows XP	A beginner's follow-up course Basic Windows skills and File Management Prerequisite: Computer Fundamentals	Instructor: Vern Magill Coaches: Pat Jones Al Knebel	March 4, 2008	Tues 1-4 PM 6-8 consecutive weeks	\$20
Internet & Email Basics	Set up Free Email Account; Send and Receive Email; Explore World Wide Web plus other activity. Prerequisite-Must be familiar with Windows Operating System and know how to use the mouse.	Instructor - Tom King Coaches: Brenda Butcher Pat Johnson	March 4, 2008	Tues 10-12:30 PM 8 consecutive weeks	\$20

Intro to Word	Intro to Word Processing, Program using MS Word. Program has many time saving features that will let you prepare professional looking documents. Also you will explore other features of the program.	Instructor - Doris Collins Coaches - Vern Magill and Ed Mathews	March 5, 2008	Wednesday 1-3 PM 6-8 consecutive weeks	\$20
Quicken	Track your finances; Learn how to write checks, balance and reconcile your account; Set up a budget and Compile reports.	Instructor: Unassigned	Unscheduled	N/A	N/A
Family Tree Maker/Genealogy	Organize ancestors in a card file metaphor. Enter data and edit records using Family Tree Maker Software	Belle Hervey and Dorothy Henson, Instructors	March 7, 2008	Fridays 10-12 Noon 6-8 consecutive weeks	\$20
Photoshop Elements	Basic introduction to graphics and digital photography using Adobe Photoshop Elements Software	Instructor: Unassigned Coach - Bob Potter	Unscheduled	N/A	N/A
Ebay	Learn how to buy and sell, plus establishing an account.	Instructor: Doris Collins`	March 7, 2008	Friday 1-3 PM 3 consecutive weeks	\$20
Excel	Access, share and display data with Spreadsheets.	Earl Folk, Instructor	Unscheduled	N/A	\$20