

## Business Computing

### CTF 47 Business Computing \$325

MonWed 6:45-9:45pm

Oct 2-Dec 18 OR

Sun 9am-3:30pm

Oct 6-Dec 15

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. Students may be required to take RCL 39, Getting Started With Computers, as a prerequisite.**

## Computer User's Corner

A USB Flash Drive is required for every computer course.

### RCL 12 Excel™: Fundamentals Workshop \$80

Fri 9:30am-4:30pm

Nov 15 OR

Fri 9:30am-4:30pm

Dec 6

For the PC user with no prior spreadsheet experience who is interested in learning the software. In 6 hours, this introductory course moves you through the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions, and printing options. Emphasis is on the fundamentals.

**Prerequisite: Basic computer knowledge.**

### RCL 13 Word™ Introduction Workshop \$80

Fri 9:30am-4:30pm

Nov 8

Designed for the novice in word processing. In one day, you will be introduced to the fundamentals of this powerful software while learning how to create, edit, format and print documents as well as use the spellcheck and thesaurus features. Fundamentals are stressed.

**Prerequisite: Basic computer knowledge.**

### RCL 22 Adobe CC™ Beginner \$175

Wed 6:45-9:45pm

Oct 2-Dec 18

This is a basic course for beginners and covers an introduction to the three main programs of Adobe's Creative Cloud: Illustrator, Photoshop and InDesign. You will gain an understanding of the similarities, differences, capabilities and how best to use the elements in producing beautifully designed print and/or digital communication pieces.

**Prerequisite: Basic computer knowledge.**

### RCL 32 Excel™: Basics \$175

Thur 6:45-9:45pm

Oct 3-Dec 12 OR

Sun 9:30am-2:30pm

Oct 6-Dec 15

Learn the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions and printing options.

**Prerequisite: Basic computer knowledge.**

### RCL 33 Word™: Beginner \$175

Wed 6:45-9:45pm

Oct 2-Dec 18

An introductory course to this powerful software. You will learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spellcheck and thesaurus. The emphasis is on fundamentals.

**Prerequisite: RCL 39 Getting Started with Computers or equivalent.**

### RCL 39 Getting Started with Computers \$175

Thur 6:45-9:45pm

Oct 3-Dec 12 OR

Sat 10am-1:45pm

Oct 5-Dec 14

Beginners learn the basic elements of a Microsoft Windows™ equipped P.C. Includes terminology and guidance for an effective computer configuration.

### RCL 41 Computers for

Mature Adults

\$175

Sun 9am-12:45pm

Oct 6-Dec 15

This course is designed for adults, 50 or older, who want to learn about computers. Through patient hands-on instruction, adults will explore Windows™ and learn about software packages.

### RCL 59 Getting Started with Web Design \$175

Wed 6:45-9:45pm

Oct 2-Dec 18

Learn how to create your own web page. Learn about incorporating images and text as well as how to use and register your domain name.

**Prerequisite: Basic computer knowledge.**

### RCL 64 Powerpoint™ & The Art of Presentation Workshop \$50

Fri 10am-1pm

Dec 6

This PowerPoint™ 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 presentation.

**Prerequisite: Basic computer knowledge.**

### RCL 73 Intro to Graphic Design **NEW!** \$50

Thur 6:45-9:45pm

Oct 3-Dec 12

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.