

COMPUTER CLASSES

All Special Interest classes are offered at The Pruden Center unless stated otherwise.

COMPUTER BASICS - If you're new to computers, this is the place to start. This course will introduce you to basic computer applications, hardware basics, and computer terminology. You will learn the basic concepts and features of the operating system Windows. This course will teach you how to move around the Windows environment and navigate the internet. If you want to get the most out of your personal computer, this class is for you.

3/1 - 3/8	M/W	5:30 - 8:30 pm	9hrs.	\$50
3/30 - 4/1	T-TH	5:30 - 8:30 pm	9hrs.	\$50
5/3 - 5/10	M/W	5:30 - 8:30 pm	9hrs.	\$50
6/1 - 6/8	T/TH	5:30 - 8:30 pm	9hrs.	\$50
6/29 - 7/6	T/TH	5:30 - 8:30 pm	9hrs.	\$50
8/2 - 8/9	M/W	5:30 - 8:30 pm	9hrs.	\$50

INTRODUCTION TO MICROSOFT ACCESS - Learn from a computer programmer how to create database tables and use queries with today's most popular database software. Basic knowledge of Windows and proficiency with a mouse are required.

**3/8 - 3/15	M/W	5:30 - 8:30 pm	9hrs.	\$50
5/11 - 5/18	T/TH	5:30 - 8:30 pm	9hrs.	\$50
7/6 - 7/13	T/TH	5:30 - 8:30 pm	9hrs.	\$50

INTERMEDIATE ACCESS - Expand your expertise with database management to create forms and reports using advanced queries. Basic knowledge of Access is required.

**3/17 - 3/29	M/W	5:30 - 8:30 pm	12hrs.	\$55
5/25 - 6/3	T/TH	5:30 - 8:30 pm	12hrs.	\$55

INTRODUCTION TO MICROSOFT EXCEL - The world's most comprehensive spreadsheet program is also the most intuitive. Let our expert break down the barriers between you and your spreadsheet. Learn how to organize data, perform mathematical computations, and customize your spreadsheet. This introductory class explains what spreadsheets are, how they are used, and how to set up your own. Basic knowledge of Windows and proficiency with a mouse are required.

**3/16 - 3/23	T/TH	5:30 - 8:30 pm	9hrs.	\$50
4/19 - 4/26	M/W	5:30 - 8:30 pm	9hrs.	\$50
5/11 - 5/18	T/TH	5:30 - 8:30 pm	9hrs.	\$50
6/14 - 6/21	M/W	5:30 - 8:30 pm	9hrs.	\$50
7/27 - 8/3	T/TH	5:30 - 8:30 pm	9hrs.	\$50

INTERMEDIATE EXCEL - Maximize your usage of this spreadsheet program by exploring the more advanced functions and formulas. Course includes instruction on working with multiple worksheets, use of productivity tools, charts, and more! Basic knowledge of Excel is required.

**3/25 - 4/1	T/TH	5:30 - 8:30 pm	9hrs.	\$50
5/25 - 6/1	T/TH	5:30 - 8:30 pm	9hrs.	\$50
6/28 - 7/5	M/W	5:30 - 8:30 pm	9hrs.	\$50

INTRODUCTION TO MICROSOFT WORD - Word processing programs are the most commonly used today and Microsoft Word is one of the most powerful word processing programs on the market. Whether you're trying to design professional business documents or create a colorful birthday card, this class will take you step-by-step through Word's most commonly used features. Basic knowledge of Windows and proficiency with a mouse are required.

3/15 - 3/22	M/W	5:30 - 8:30 pm	9hrs.	\$50
**4/20 - 4/27	T/TH	6:00 - 9:00 pm	9hrs.	\$50
6/15 - 6/22	T/TH	5:30 - 8:30 pm	9hrs.	\$50
7/19 - 7/26	M/W	5:30 - 8:30 pm	9hrs.	\$50

INTERMEDIATE WORD - You've learned the basics, now it's time to put your knowledge to the test. This is a project class which will help you explore the advanced features of Microsoft Word by taking you step-by-step through specific projects. Learn how to get the most from Word. Basic knowledge of Word is required.

**4/29 - 5/6	T/TH	5:30 - 8:30 pm	9hrs.	\$50
6/28 - 7/5	M/W	5:30 - 8:30 pm	9hrs.	\$50
8/9 - 8/16	M/W	5:30 - 8:30 pm	9hrs.	\$50

KEYBOARDING - This is an essential for anyone who wants to make the most of their computer time. Learn the keyboard and proper typing techniques, and put an end to the frustrations of "hunting and pecking".

8/2 - 8/26	M/T/TH	6:00 - 8:00 pm	24hrs.	\$85
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MICROSOFT POWERPOINT - Easily organize your thoughts. Whether you're working by yourself or collaborating with others, Microsoft PowerPoint provides you with everything you need to organize your ideas quickly and easily. You can create dynamic presentations using new professionally designed templates. Learn to use the step-by-step wizard to generate content, plus PowerPoint Central's links to additional tips, content, and multimedia effects.

3/29 & 3/31	M/W	5:30 - 8:30 pm	6hrs.	\$45
6/22 & 6/24	T/TH	5:30 - 8:30 pm	6hrs.	\$45
8/28	Sat	9:00 - 3:30 pm	6hrs.	\$45

WEB PAGE DESIGNING - Have you ever wondered how all of those pages got on the internet? Do you have a burning desire to add to the World Wide Web? This introductory course looks at basic HTML and HTML editor. Learn the essential tags and how to use the HTML editor while making your first simple Web pages.

If you can type with a word processor, you can create a web page.

5/24 & 5/26	M/W	5:30 - 8:30 pm	6hrs.	\$45
7/27 & 7/29	T/TH	5:30 - 8:30 pm	6hrs.	\$45



For more information: Call (757) 925-5651 or 1-800-831-8639 between the hours of 2:00 p.m. and 8:00 p.m., Monday -Thursday.