

fort smith Computer Class



adult education center

Check for Schedule updates at www.adulteducationfortsmith.com

2010 - 2011 School Year

Fall Semester

501 South 20th Street

Fort Smith, Arkansas 72901

(479) 785-1232

Windows Vista/Internet

Components and functions of Windows Vista will be introduced. Students will learn to use the mouse, work with windows, manage files, customize the desktop, and create files in WordPad. Students should gain the knowledge and skills that will permit them to use computers in meaningful and productive ways. This hands-on class will also introduce students to the internet. Students will learn the basics of searching for information and communicating across the internet. **This is a beginning computer class. Those who have little or no experience using computers should take this course. Minimal typing skills are recommended.

Basic Microsoft Word 2007

Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. Students will need typing skills.

Intermediate Microsoft Word 2007

Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features. **Anyone interested in this course should complete the Basic Word 2007 course first or have full knowledge of the topics covered in the Microsoft Word 07 class.

Basic Microsoft Excel 2007

After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Minimal typing skills are needed.

Intermediate Microsoft Excel 2007

Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. **Anyone interested in this course should complete the Basic Excel 2007 course first or have full knowledge of the topics covered in the Microsoft Excel 07 class.

Keyboarding

In this course students will learn typing skills that include touch keying, business correspondence, reports, tabulated documents, and employment documents. The students work independently at their own pace. The student can learn the keyboard and continue on in the course to learn document formatting. **Anyone interested in learning to type or improving typing skills and learning how to format business documents should take this course. This class has a lower cost of \$30.00 because no book will be issued.

Social Networking

In this course students will learn the fundamentals of key websites used for social networking. Facebook and Twitter are two websites that will be explored. Students will set up a Facebook profile and follow people on Twitter. This class has a lower cost of \$30.00 because no book will be issued.

Basic QuickBooks

This class covers the fundamentals of using QuickBooks to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks, add custom fields, set up budgets

Basic Microsoft Access 2007

Microsoft Access introduces the uses of creating and using databases. (A database is an organized collection of data that provides access to information in a variety of ways.) The student will experience activities involving creating, querying, and maintaining databases. ** The student should have typing skills and some knowledge of computers.

Advanced Microsoft Access 2007

This class continues learning the Access program involving creating, querying, and maintaining databases. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects.** The student should have completed the Introduction class of Access 2007.

Basic Microsoft Power Point 2007

Power Point is a presentations software. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. ** The student should have typing skills and some knowledge of computers.

Intermediate Microsoft Power Point 2007

Students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel

Basic Web Page Design (Dreamweaver 8)

Dreamweaver 8 is a Web Design Program. Students will learn how to define a Web site, format text, apply images, tables, and styles, create and format links, and publish a Web site ** The student should have typing skills and good knowledge of computers.

Advanced Web Page Design (Dreamweaver 8)

This class builds on the skills and concepts taught in Dreamweaver 8: Basic. Students will learn how to apply CSS styles, manage site assets, create interactive forms, apply rollovers and other behaviors, and create dynamic Web pages that interact with a database

Basic Microsoft Publisher

Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing

Advanced Microsoft Publisher

Students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site.

Adobe Photoshop

Students will begin this course with acquiring pictures and storing them on the computer. Students will use Photoshop cs3 to edit images. They will learn to use selection tools, and apply layering techniques. Touching up and refining images is another skill used in this course. Printing options will be explored. Whether you want to share family photos or produce professional looking photos for publications, this course will benefit you.

Fee \$80.00 including book. ALL FEES ARE NON-REFUNDABLE. Software may not be copied by any person under any circumstance. Personal software may not be used or installed.

All Evening classes are from 5:00 to 8:00 pm.

Class	Date	Days	Room
Windows Vista/Internet	Aug 23 - Sept 1	Mon, Wed	Room 210
Basic Word	Sept 8 - Sept 15	Mon, Wed	Room 210
Social Networking in Business	Sept 7 - Sept 14	Tues, Thurs	Room 209
Basic Excel	Sept 16 - Sept 28	Tues, Thurs	Room 209
Basic QuickBooks	Sept 20 - Sept 29	Mon, Wed	Room 210
Intermediate Excel	Sept 30 - Oct 12	Tues, Thurs	Room 209
Intermediate Word	Oct 4 - Oct 13	Mon, Wed	Room 210
Basic Web Page Design	Oct 14 - Oct 26	Tues, Thurs	Room 209
Basic PowerPoint	Oct 18 - Oct 27	Mon, Wed	Room 210
Basic Excel	Oct 28 - Nov 9	Tues, Thurs	Room 209
Dynamic Presentations in PowerPoint	Nov 1 - Nov 8	Mon, Wed	Room 210
Social Networking in Business	Nov 10 - Nov 17	Mon, Wed	Room 210
Basic Computer Literacy	Nov 11 - Nov 18	Tues, Thurs	Room 209
Basic Access	Nov 29 - Dec 8	Mon, Wed	Room 210
Google Apps for Teachers	Nov 30 - Dec 7	Tues, Thurs	Room 209
Google Apps	Dec 9 - Dec 14	Tues, Thurs	Room 209
Intermediate Access	Dec 8 - Dec 15	Mon, Wed	Room 210

Intermediate Microsoft PowerPoint 2007

November 29 - December 15 8:00 - 10:00 Mon, Wed Room 210 Holland

Basic Microsoft Access 2007

October 27 - November 17 8:00-10:00 Mon, Wed Room 210 Holland

Intermediate Microsoft Access 2007

October 6 - October 25 8:00 -10:00 Mon, Wed Room 210 Holland

November 30 - December 14 10:00 -12:00 Tues, Thurs Room 210 Holland

Basic QuickBooks

August 23 - September 13 8:00 -10:00 Tues, Thurs Room 210 Holland

October 5 - October 26 8:00 -10:00 Tues, Thurs Room 209 TBA

Social Networking for Business

September 15 - October 4 8:00 -10:00 Mon, Wed Room 210 Holland

November 29 - December 15 10:00 -12:00 Mon, Wed Room 209 TBA

Basic Microsoft Publisher 2007

September 15 - October 4 10:00 -12:00 Mon, Wed Room 210 Holland

November 29 - December 15 10:00 -12:00 Mon, Wed Room 210 Holland

Basic Web Page Design

October 28 - November 18 10:00 - 12:00 Tues, Thurs Room 209 TBA

Introduction to Computers

September 14 - September 30 8:00 -10:00 Tues, Thurs Room 209 TBA

November 30 - December 14 10:00 -12:00 Tues, Thurs Room 209 TBA

Adobe Photoshop

October 5 - October 26 10:00 -12:00 Tues, Thurs Room 209 TBA

Keyboarding

October 5 - October 26 8:00 -10:00 Tues, Thurs Room 210 Holland

November 30 - December 14 8:00 -10:00 Tues, Thurs Room 210 Holland

Windows Vista/Internet

August 24 - September 09	10:00 -12:00	Tues, Thurs	Room 210	Holland
September14 - September 30	10:00 -12:00	Tues, Thurs	Room 209	TBA
October 6 - October 25	10:00 -12:00	Mon, Wed	Room 210	Holland
October 28 - November 18	8:00 - 10:00	Tues, Thurs	Room 210	Holland
November 29 - December 15	8:00 - 10:00	Mon, Wed	Room 209	TBA

Basic Microsoft Word 2007

August 23 - September13	8:00 -10:00	Mon, Wed	Room 210	Holland
October 6 - October 25	8:00 -10:00	Mon, Wed	Room 209	TBA
October 27 - November 17	10:00-12:00	Mon, Wed	Room 210	Holland

Intermediate Microsoft Word 2007

September14 - September 30	8:00 -10:00	Tues, Thurs	Room 210	Holland
October 28 - November 18	8:00 - 10:00	Tues, Thurs	Room 209	TBA

Basic Microsoft Excel 2007

August 23 - September13	10:00 -12:00	Mon, Wed	Room 210	Holland
September14 - September 30	10:00 -12:00	Tues, Thurs	Room 210	Holland
October 6 - October 25	10:00 -12:00	Mon, Wed	Room 209	TBA
October 28 - November 18	10:00 - 12:00	Tues, Thurs	Room 210	Holland
November 30 - December 14	8:00 - 10:00	Tues, Thurs	Room 209	TBA

Intermediate Microsoft Excel 2007

September15 - October 4	8:00 -10:00	Mon, Wed	Room 209	TBA
October 27 - November 17	8:00-10:00	Mon, Wed	Room 209	TBA

Basic Microsoft PowerPoint 2007

September15 - October 4	10:00 -12:00	Mon, Wed	Room 209	TBA
October 5 - October 26	10:00 -12:00	Tues, Thurs	Room 210	Holland
October 27 - November 17	10:00-12:00	Mon, Wed	Room 209	TBA