

fort smith Computer a e c Class Schedule adult education center

2009 - 2010 School Year

Spring Semester

501 South 20th Street

Fort Smith, Arkansas 72901

(479) 785-1232

Check for Schedule updates at www.adulteducationfortsmith.com

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.

Introduction to Microsoft Word 2007

This is an introductory course that will include creating, editing, formatting, and enhancing documents with the use of the software Microsoft Word 07. Students will learn how to create and format documents and use proofing tools. Additional features such as tabs, tables, graphics and labels will also be presented. **Anyone interested in learning word processing skills for the home or office should take this course. Students will need typing skills.

Advanced Microsoft Word 2007

This advanced course explores the more complex features of Microsoft Word. Students will work with templates, styles, building forms and charts, and discover advanced features of manipulating graphics. **Anyone interested in this course should complete the Introductory Word XP course first or have full knowledge of the topics covered in the Microsoft Word 07 class.

Introductory Microsoft Excel 2007

This is an introductory course that will include creating worksheets, charts, graphs, payroll reports, and budgets through spreadsheet software. The student will learn to use formulas to calculate figures within a worksheet. This course can be used in home or office finances. **Anyone interested in creating and enhancing financial reports should take this course. Some experience in computers is recommended for success in this class. Minimal typing skills are needed.

Advanced Microsoft Excel 2007

This advanced course explores the more complex features of Microsoft Excel. Students will work with data lists, analyses tools, pivot tables, and additional enhancements of worksheets and charts. **Anyone interested in this course should complete the Introductory Excel XP or have full knowledge of the topics covered in the introductory class. (continued on back cover)



SPRING SCHEDULE

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Monday & Wednesday

TIME	CLASS	ROOM	INSTRUCTOR
<u>January 6 - February 08</u>			
8:00-9:25	Advanced MS Excel 2007	209	TM
8:00-9:25	MS Access 2007	210	LH
9:30-10:55	Windows Vista/Internet	210	LH
9:30-10:55	MS Word 2007	209	TM
11:00-12:25	TBA	209	TM
11:00-12:25	MS PowerPoint 2007	210	LH
1:30 -2:55	Keyboarding	210	LH
*5:00-6:25	MS Access	210	LH
*6:30-7:55	MS Excel 2007	210	LH
<u>February 17 - March 17</u>			
8:00-9:25	Keyboarding	210	LH
8:00-9:25	Web Page Design	209	TM
9:30-10:55	MS PowerPoint 2007	209	TM
9:30-10:55	MS Excel 2007	210	LH
11:00-12:25	Windows Vista/Internet	210	TM
11:00-12:25	MS Word 2007	209	LH
1:30 -2:55	MS Publisher	210	LH
*5:00-6:25	Windows Vista/Internet	210	LH
*6:30-7:55	Advanced MS Word 2007	210	LH
<u>March 29 - April 26</u>			
8:00-9:25	MS Access	210	LH
8:00-9:25	MS Excel 2007	209	TM
9:30-10:55	Windows Vista/Internet	210	LH
9:30-10:55	MS PowerPoint 2007	209	TM
11:00-12:25	MS Word 2007	210	LH
11:00-12:25	TBA	209	TM
1:30 -2:55	Keyboarding	210	LH
*5:00-6:25	Windows Vista/Internet	210	LH
*6:30-7:55	MS PowerPoint 2007	210	LH
<u>April 28 - May 26</u>			
8:00-9:25	MS Word 2007	209	TM
8:00-9:25	Keyboarding	210	LH
9:30-10:55	MS Excel 2007	210	LH
9:30-10:55	TBA	209	TM
11:00-12:25	Advanced MS Excel	209	TM
11:00-12:25	Windows Vista/Internet	210	LH
1:30 -2:55	MS Access 2007	210	LH
*5:00-6:25	MS Word 2007	210	LH
*6:30-7:55	Adobe Photoshop CS3	210	LH

*Denotes Evening Class

SPRING SCHEDULE



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Tuesday & Thursday

TIME	CLASS	ROOM	INSTRUCTOR
<u>January 7 - February 9</u>			
8:00-9:25	Windows Vista/Internet	209	TM
8:00-9:25	Advanced MS Word 2007	210	LH
9:30-10:55	Keyboarding	210	TM
9:30-10:55	MS Word 2007	209	LH
11:00-12:25	MS Excel 2007	210	LH
11:00-12:25	Adobe Photoshop CS3	209	TM
1:30 -2:55	MS Excel 2007	210	TM
*5:00-6:25	MS Word 2007	210	TM
*6:30-7:55	Windows Vista/Internet	210	TM
<u>February 16 - March 16</u>			
8:00-9:25	MS Access 2007	210	LH
8:00-9:25	MS Word 2007	209	TM
9:30-10:55	MS Excel 2007	209	TM
9:30-10:55	Windows Vista/Internet	210	LH
11:00-12:25	Advanced MS Word 2007	210	LH
11:00-12:25	Keyboarding	209	TM
1:30 -2:55	Advanced MS Excel 2007	210	TM
*5:00-6:25	MS Excel 2007	210	TM
*6:30-7:55	Windows Vista/Internet	210	TM
<u>March 30 - April 27</u>			
8:00-9:25	MS Word 2007	209	LH
8:00-9:25	Windows Vista/Internet	210	TM
9:30-10:55	MS Excel 2007	210	LH
9:30-10:55	Keyboarding	209	TM
11:00-12:25	Web Page Design	209	TM
11:00-12:25	MS Publisher	210	LH
1:30 -2:55	Windows Vista/Internet	210	TM
*5:00-6:25	Advanced MS Excel 2007	210	TM
*6:30-7:55	MS Word 2007	210	TM
<u>April 29 - May 25</u>			
8:00-9:25	MS PowerPoint 2007	210	LH
8:00-9:25	Adobe Photoshop CS3	209	TM
9:30-10:55	Advanced MS Word 2007	210	LH
9:30-10:55	MS Excel 2007	209	TM
11:00-12:25	MS Word 2007	209	LH
11:00-12:25	Windows Vista/Internet	210	TM
1:30 -2:55	Keyboarding	210	TM
*5:00-6:25	Web Page Design	210	TM
*6:30-7:55	Windows Vista/Internet	210	TM

*Denotes Evening Class

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.

Microsoft Power Point 2007

Power Point is a presentations software. The student will create and enhance slide shows using Microsoft Power Point. The student will make presentations with tables, graphs, pictures, and sound. The students will prepare their own presentation at the conclusion of the class. ** The student should have typing skills and some knowledge of computers.

Web Page Design (Dreamweaver 8)

Dreamweaver 8 is a Web Design Program. Students will learn to create, manage, publish, and maintain a Web site. Students will create a web page. ** The student should have typing skills and good knowledge of computers.

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.

Microsoft Publisher

The desktop publishing program will be used to create publications such as business cards, invitations, greeting cards, brochures, certificates, and other applications. The students will create documents using wizards and creating their own designs. ** The student should have typing skills and some knowledge of computers.

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 and USB Flash drive storage device! ALL FEES ARE NON-REFUNDABLE. Software may not be copied by any person under any circumstance. Personal software may not be used or installed.