

# Summer Computer Schedule

## Brunswick Community College

### Adobe Photoshop Elements Digital Software

This software will be used for image creation, correction, and enhancement. Students will learn how to create, edit, retouch, modify, enhance, and prepare eye-catching images.

Cost: \$55 + \$5 technology fee

Supply - Wednesdays, July 9 – August 6 - 6:00 pm until 9:00 pm.

### Google and the Internet

This class is for anyone ready to try fun software free by downloading from Google including: Google Earth, Picasa, Skype, and Star Office. Students will also explore the use of the Google search engine, Gmail, You Tube, and Google personalized Web sites.

Cost: \$55 + \$5 technology fee

Supply - Saturdays, June 14 – August 2 - 9:00 am until 12:00 noon.

### Introduction to Personal Computer

This is a BEGINNER hands-on class for those individuals with no computer experience. Students will learn terminology, how to set up an email, how to create, save, and retrieve a document, and how to use search engines.

Cost: \$55 + \$5 technology fee

Supply - Saturdays, July 12 – September 20 – 9:00 am until 12:00 noon

### MS Excel

Individuals will learn how to enter different types of data, how to save and retrieve a workbook, edit worksheets, build formulas to perform calculations, and drag and drop entries between workbooks.

Cost: \$55 + \$5 technology fee

Supply - Mondays, July 14 – August 25 – 6:00 pm until 9:00 pm

### MS Office 2007 Introduction

What is different from MS Office 2003? This class will introduce individuals to 2007 MS Word for word processing, MS Access for database management, MS Excel for spreadsheets, and MS PowerPoint for creating computerized presentations.

Cost: \$60 + \$5 technology fee

Supply - Tuesdays and Thursdays, July 8 through August 28 - 5:00 pm – 7:30 pm

Leland - Tuesdays and Thursdays, July 8 through August 19 – 9:00 am – 12:00 noon

### MS Word

Students will learn about the capabilities of this powerful word-processing program including: letters, résumés, tables, outlines, reports, labels, and spell check.

Cost: \$55 + \$5 technology fee

Supply - Monday and Wednesday, - July 14 – August 20 – 5:00 pm – 7:00 pm

### Windows and Internet

Students will learn about the desktop, menus, folders and file management, title bars, defragmenting, and changing the screen saver and control panel.

Cost: \$55 + \$5 technology fee

Supply - Saturdays, July 12 – September 20 – 9:00 am until 12:00 noon

**\*Human Resources Development fee waivers available for Introduction to Personal Computers and Windows and Internet classes if you:** are currently unemployed, have received notification of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit, or are working and earn wages at or below 200% of the federal poverty guidelines.

**To preregister or for more information, please call 910-755-7380.**