

CONTINUING EDUCATION

SUMMER QUARTER, 2010

COURSE DESCRIPTIONS

The Course #/Book Title is listed in *italics* at end of each course description.

A Unit of The Technical College System of Georgia

Keyboarding: I (Typing) – This course is designed for the true beginner, the "hunt and peck" typist, or someone wanting to improve their techniques using the computer keyboard. You will have a series of drills to help you improve your keyboarding technique and speed.

Keyboarding: II (Typing) - This is the continuation of the beginner course, that will take you further into being able to learn the typing methods needed to type without looking. By the time you finish with this course, you should be able to type faster and more accurately than you were able to before.

Computer Basics – This brief overview explains basic computing concepts. Topics discussed include: Computer; Software and Hardware; Hardware Components and Accessories; Operating System Software and Application. Book Required. (10 clock hours) **Course #/Book Title:** *CE AC04 or CE SC01 Computer Concepts and Windows*

MS Office 2007 Concepts – Students will be introduced to the popular MS Office 2007 software. This short course includes the basics in MS Word, Email, Excel, and Access. Pre-requisite: Basic Computer Literacy Skills. (10 clock hours) **Course #/Book Title:** *CEAC01 or CE SC02 Transitioning to MS Office 2007*

MS Word 2007: I – Students will learn how to create and print business letters; create memorandums; create a simple report and a simple flyer. Pre-requisite: Computer Literacy Skills (10 clock hours) **Course #/Book Title:** *CE AC08 or SC05 MS Office Word 2007 Quick Course 1 of 3*

MS Word 2007: II MS Word Intermediate topics include more in- depth: Mail Merge, Fields & Forms, Charts & Tables, Document Merge and Insertion. Pre-requisites: Computer Literacy Skills/MSWord2007: Introduction (10 clock hours) **Course #/Book Title:** *CE AC10 or SC11 MS Office Word 2007 Quick Course 2 of 3*

MS Excel 2007: I – Students will learn how to create a simple spreadsheet. Included: Tabs and Ribbons; Worksheets; Cells; Formatting and Function. Pre-requisites: Basic Computer Literacy Skills. (10 clock hours) **Course#/Book Title:** *CE AC05/SC20 MS Office Excel 2007 Quick Course 1 of 3*

MS Excel 2007: II– Included: Working with large worksheets; Adding graphics to worksheets; using templates; protecting workbooks; multiple worksheets; Tables and outlines. Pre-requisites: Computer Literacy Skills and MS Excel 2007: Introduction (10 clock hours) **Course #/Book Title:** *CE AC07 MS Office Excel 2007 Quick Course 2 of 3*

Spanish for the Workplace I – Learn key Spanish terms and phrases that are important in the workplace. Vocabulary revolves around the theme of work, school, numbers, time colors and personal characteristics. **Course#/Book Title:** *CE WS03 Spanish Now Level 1*

MS PowerPoint: I – Create smart and professional presentations, slides, and brochures. Learn how to add sound, animations, and special visual effects with PowerPoint 2007. Pre-requisite: Basic Computer Literacy Skills. (10 clock hours) **Course#/Book Title:** *CE PP01/SC88 MS PowerPoint 2007 Level 1 of 3*

MS PowerPoint: II – Continue to learn how to create smart and professional presentations, slides, and brochures. Learn how to add sound, animations, and special visual effects with PowerPoint 2007. Pre-requisite: MS PowerPoint: I. (10 clock hours) **Course#/Book Title:** *CE PP02/SC90 MS PowerPoint 2007 Level 2 OF 3*

75HR Real Estate Pre-Licensing - This accredited and approved 75 hr course will lead to the ability to take the GA licensing exam. This

course also includes general public knowledge and study material to help prepare for the test. Any further questions call Jeff Keller (706) 294-7509. **Books are included.**

Basic Web Design: I- Students will be introduced to basic web page layout design using image editing software. Topics will include: background files, use of color, text, graphics, grid design, and web terminology. Basic computer skills will be required for this class. **No book required.**

Basic Web Design: II- Utilizing skills learned in Basic Web Page Design – 1; students will be introduced to basic web page publishing skills. Topics will include: slices, hot spots, frames, site planning, domains, and publishing. Basic computer skills will be required for this class. **No book required.**

Basic Photo Manipulation: I- Students will be introduced to basic digital photography using their own cameras and basic photo manipulation using photo editing software. Topics will include: getting to know your camera, pixels are your friends, optical vs. digital zoom, what's my field, exposure, image resolution, downloading, file management, storage, layers, selection tools, and terminology. Basic camera skills will be required for this class. **No book required.**

Basic Photo Manipulation: II- Utilizing skills learned in Basic Photo Manipulation -1; students will continue working with basic digital photography using their own cameras and basic photo manipulation using photo editing software. Topics will include: composition, lighting, color models, green screen, green eyes or blue, saving, printing. Basic computer skills will be required for this class. **No book required.**

Welding Refresher - These refresher courses are **only** available to trained welders who need to practice special types of welding. Please call Mr. Greer prior to the beginning of the quarter. Phone: 706-771-4106 **Limited availability. No Book Required**

Master Electrician License Renewal - The State of Georgia mandates this course for the Master Electrician's license renewal. (4 clock hours) **No Book Required**

Conditioned Air Contractor License Renewal – The State of Georgia mandates this course for the Conditioned Air Contractor's license renewal. (4 clock hours) **No Book Required**

Master Plumber License Renewal - The State of Georgia mandates this course as part of your Master Plumber's license renewal. (4 clock hours) **No Book Required**

Small Engine Repair: I- Students will learn the basic operations of small gasoline engines as well as the different types of small engines and how to break down and repair or rebuild a small gasoline engine. **Handouts Given**

Books are required by the first class meeting.

The Bookstore is located in Building 1300.

Phone: 706-771-4119

Bookstore Hours

Monday 8am until 6pm

Tuesday 8am until 5pm

Wednesday 8am until 6pm

Thursday 8am until 6pm

Friday 8am until 3pm

Payment: Cash, Check, Money Order, VISA, MasterCard