

CLASS SCHEDULE

September - December 2010

Classes are held at the Nevada County Fairgrounds, Gate Two
REGISTER BY PHONE: Carol Kuhwarth, Registrar, 273-0497
OR ONLINE AT OUR WEBSITE: www.gcclc.org

Description	Dates	Time	Fee
Computer Basics 1: (4 weeks) New to computers? We'll teach you the fundamentals of using a mouse, keyboard, and Microsoft Windows, along with a first introduction to email and the Internet.	W7 M 09/13 - 10/04	11:30 - 1:30	\$40
	W7 W 11/03 - 11/24	9:00 - 11:00	\$40
	XP Th 09/09 - 09/30	2:00 - 4:00	\$40
Computer Basics 2: (4weeks) This class is for those who have used personal computers for simple tasks, but want to expand their skills. Class includes further instruction in email and word processing. Based on Microsoft Windows. BRING TO CLASS: a flash drive	V W 09/08 - 09/29	9:00 - 11:00	\$40
	W7 T 09/07 - 09/28	9:00 - 11:00	\$40
	W7 M 10/11 - 11/01	11:30 - 1:30	\$40
	W7 M 11/08 - 11/29	9:00 - 11:00	\$40
	XP M 10/11 - 11/01	9:00 - 11:00	\$40
	XP Th 10/07- 10/28	9:00 - 11:00	\$40
	XP T 11/02 - 11/23	9:00 - 11:00	\$40
Computer Basics 3: (4 weeks) Now that you are comfortable with your PC, this class will introduce you to organizing and managing your files, and surfing the internet. BRING TO CLASS: a flash drive	V T 10/05 - 10/26	11:30 - 1:30	\$40
	W7 T 09/07 - 09/28	11:30 - 1:30	\$40
	W7 W 09/08 - 09/29	4:30 - 6:30	\$40
	W7 T 10/05 - 10/26	9:00 - 11:00	\$40
	W7 W 10/06 - 10/27	4:30 - 6:30	\$40
	W7 M 11/08 - 11/29	11:30 - 1:30	\$40
	W7 W 11/03 - 11/24	4:30 - 6:30	\$40
	W7 Th 11/04 - 12/02	2:00 - 4:00	\$40
	XP M 09/13 - 10/04	9:00 - 11:00	\$40
XP Th 11/04 - 12/02	9:00 - 11:00	\$40	

Not sure which class to take?

Learn the Basics: Computer Basics 1
Computer Basics 2
Computer Basics 3

Expand your Knowledge: Digital Camera
Photo Editing
Home Networking

Back to Work: Business MS Word
Business MS Excel
Introduction to Excel

See other side for more classes

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Always get current information on our
 classes, workshops, seminars, and user group meetings
 by joining our mailing list at www.gcclc.org

Description	Dates	Time	Fee
Intro to Spreadsheets 1: (4 weeks) In this guided, instructor-led class, you will use Microsoft Excel 2007 to track budgets, mailing lists, etc, including calculations, formatting and more. It is suitable for those new to spreadsheets and those who would like a refresher. BRING TO CLASS: a flash drive Prerequisite: CB3 or equivalent experience	M 09/13 - 10/04	2:00 - 4:00	\$40
Intermediate Spreadsheets 2: (4 weeks) In this second spreadsheet course, you will learn to use functions and other advanced calculations, multiple spreadsheets, and more detail on formatting for appearance, printing, and graphing. BRING TO CLASS: a flash drive Prerequisite: Intro to Spreadsheets or equivalent experience	M 10/11 - 11/01	2:00 - 4:00	\$40
From Mouse to Masterpiece: (4 weeks) Learn to create simple to advanced computer paintings, image enhancing adjustments and apply a vast range of filters to your work using the free software PhotoFiltre , and your mouse	Th 09/09 - 09/30	11:30 - 1:30	\$40
Home Networking Basics 1: (4 weeks) Learn how to plan and build a multi-PC network suitable for home or small business usage. Topics include range restrictions, network device selection, router configuration(both wired and wireless) and network security.	W 10/06 - 10/27	2:00 - 4:00	\$40
Home Networking Basics 2: (4 weeks) Your network is in place. Learn what you can do with it besides share your Internet connection. Topics include file sharing, device sharing, and remote access.	W 11/03 - 11/24	2:00 - 4:00	\$40
Digital Camera 1: (4 weeks) Basic camera theory and functions will be explained, and each student will learn how to effectively use their own camera by taking photos and transferring them to a computer. BRING TO CLASS: Your camera, the camera instruction manual, and a blank camera memory card	Th 09/09 - 09/30	9:00 - 11:00	\$40
	W 10/06 - 10/27	9:00 - 11:00	\$40
Photo Editing with Picasa 1: (4 weeks) This class teaches you to organize and edit your photos using the free software program Picasa. Importing, identifying and emailing your photos is included. No digital camera training is included. Prerequisite: CB3/file management	Th 10/07- 10/28	11:30 - 1:30	\$40
Photo Editing with Picasa 2: (4 weeks) This class continues with advanced editing techniques, using the tuning and effects tools along with how to upload and share your photos using the free software program Picasa 3. No digital camera training is included. Prerequisite: Photo Editing w/Picasa 1	Th 11/04 - 12/02	11:30 - 1:30	\$40
Business MS Office 1: (4 weeks) A unique approach to learning. Choose Excel or Word or PowerPoint. Learn the skills to design and create typical business projects, using any one of these popular MS programs. A self-paced course for beginning and intermediate level students. Instructors provide orientation, guidance and one-on-one coaching Class fee includes textbook. ** FEE VARIES: Office 2003 = \$60, Office 2007 = \$70. BRING TO CLASS: a flash drive	T 09/07 - 09/28	4:30 - 6:30	***
	W 09/08 - 09/29	11:30 - 1:30	***
	T 10/05 - 10/26	4:30 - 6:30	***
	W 10/06 - 10/27	11:30 - 1:30	***
	T 11/02 - 11/23	4:30 - 6:30	***
	W 11/03 - 11/24	11:30 - 1:30	***