COMPUTER COURSES

Students are required to bring a USB flash drive with a minimum of 1GB storage to all computer classes.

BASIC COMPUTER SKILLS

XCO115 INTRODUCTION TO COMPUTING **Tuition $199.00**

Learn about the Internet, hardware, software and basic computer operations that will help students meet their educational objectives. Become acquainted with Windows and Microsoft Office components including Word, Excel and PowerPoint. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99579	Grant	Tu/Th	9/1-9/17	6:00pm-10:00pm	Sally Ann Slacke Ctr.,118A

XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS **Tuition $99.00**

Provides keyboarding instruction, practice and general computer operations instruction so that students can use the computer to complete their course work. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99580	Ammerman	Tu/Th	9/1-9/8	6:40pm-10:00pm	Smithtown Bldg., 118

THE RETURNING STUDENT

XCO111 INTRODUCTION TO COMPUTERS FOR THE RETURNING STUDENT **Tuition $135.00**

This course introduces the non-traditional student to hardware, software and basic computer operations. Learn how to use the mouse, work within the Windows operating system, and launch an application for academic and personal pursuits. (5 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99581	Eastern	Wednesday	9/2-10/7	1:00pm-4:00pm	Orient Bldg., 209

WINDOWS

XCO116 COMPUTER ORIENTATION AND WINDOWS **Tuition $85.00**

Familiarizes students with the basic operation of the computer, the Windows interface, the use of the mouse, and disk and program management. This course will cover managing files, manipulating the Windows environment and utilizing Windows to move between applications. Students will be taught how to install and configure Windows for their use, as well as how to use some of the utility programs that come with Windows. (2 meetings) (0.8 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99582	Grant	Mon/Wed	8/24-8/26	6:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99583	Ammerman	Tu/Th	8/25-8/27	6:00pm-10:00pm	Smithtown Bldg., 118
99584	Eastern	Saturday	9/12-9/19	9:00am-1:00pm	Orient Bldg., 209

MICROSOFT OFFICE SUITE

XCA135 INTRODUCTION TO MICROSOFT OFFICE **Tuition $135.00**

Learn how to use the popular Microsoft Office package that includes Word (word processing), Excel (spreadsheet) and Access (database management). (4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99585	Ammerman	Friday	9/11-10/2	6:15pm-10:00pm	Smithtown Bldg., 118

XCA101 INTRODUCTION TO MICROSOFT WORD – PART I **Tuition $99.00**

This introductory course covers creating a document, saving and retrieving it, massaging the text, modifying its appearance, and printing. Many of the most often used features of word processing, such as underlining, bold printing, justifying and centering text, will be covered. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99586	Grant	Monday	9/21-10/12	6:30pm-9:00pm	Sally Ann Slacke Ctr., 118A

XCA201 INTRODUCTION TO MICROSOFT WORD – PART II **Tuition $130.00**

This introductory course will build upon Introduction to Microsoft Word – Part I and will cover creating tables and columns. This course will introduce simple document merges and form letters for different paper sizes. Prerequisite: XCA101. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99587	Grant	Monday	10/19-11/9	7:00pm-10:00pm	Sally Ann Slacke Ctr., 118A

*Course Carries Student Accident Insurance Fee of $9.50