

Computer Training Center

Computer Basics 1

Come discover computers with us! Computer Basics 1 is for those with little or no prior experience. We'll introduce you to basic computer terminology, the basic parts of a computer, how to use the mouse, and keyboard to accomplish simple tasks. Students will be exposed to Word Processing and learn techniques for performing basics editing functions in a document, creating, naming, saving and opening/closing files. **This is a PRE-CLASS to all Slow & Easy Classes. Must have teacher approval to skip this class.**

M/W	3pm—6pm	9/9—10/2	\$48/\$38
T/Th	11:30am—3pm	9/9—10/2	\$48/\$38
T/Th	3pm—6pm	10/5—11/6	\$58/\$48

Computer Basics 2

A FUN class for those completing Computer Basics 1. Create a variety of documents using Microsoft Word. Learn how to insert clipart, download clip art from the Internet, add borders, write letters and learn shortcut keys using the keyboard, create labels and envelopes with clipart and more. **Completion of Computer Basics 1 or teacher approval. Basic typing skills are necessary.**

M/W	3pm—6pm	10/5—11/6	\$58/\$48
T/Th	11:30am—3pm	10/5—11/6	\$58/\$48
T/Th	3pm—6pm	11/9—12/18	\$58/\$48

Windows & File Management

This class is investigates the various utilities and functions of Windows XP, including the control panel settings, start menu configuration, folder options and other desktop management tools. Windows file management will be covered in detail, exploring a variety of techniques for storing and retrieving data. A great class for those who would like to organize their files more efficiently. After learning file management, learn the basics of Windows Media Player and Windows Movie Maker. **Prerequisites: Completion of Computer Basics 1 & 2 or mouse & keyboarding experience.**

M/W	11:30am—3pm	9/9—10/2	\$48/38
T/Th	11:30am—3pm	11/9—12/18	\$58/\$48

Class Schedule subject to change without notice

\$48 for students 55+ years old

\$58 for those under 55 years

Teacher-Directed Class Schedule

****Register in person starting September 2nd****

Prerequisites

Prerequisites are essential to our classes. Meeting the prerequisite skills from previous classes will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you do not have the skills to take an intermediate or advanced class, you may be asked to change classes. Please take a look at the prerequisites for each course before signing up for classes.

Internet and Email

The Internet can be quite overwhelming, but here is your chance to stay afloat! A slow-paced, hands-on introduction to the Internet, including terminology, operation, and navigation on the Internet and email using Microsoft Internet Explorer and Outlook Express. Learn how to gain access to a large body of information, how to search, keyboard shortcuts, how to save and organize favorites, and more! Then learn how to create, send, and organize your e-mail including sending attachments. Student will open a FREE Yahoo! Email account. **Prerequisite: Completion of Computer Basics 1 & 2, mouse and keyboard experience.**

M/W	11:30 am—3pm	8/3—8/27	\$58
M/W	11:30am—3pm	10/5—11/6	\$58/\$48
M/W	3pm—6pm	11/9—12/17	\$58/\$48

Word 2007—Beginning

Learn the basics of Word 2007 including how to insert clip art, set margins, use and change bullets, create a numbered list, create an outline, use tables, use mail merge and more. **Prerequisite: Mouse and basic typing skills are necessary to succeed in class.**

M/W	8:30am—11:30am	8/3—8/27	\$58
T/Th	6pm—9pm	9/9—10/2	\$48/\$38
M/W	8:30am—11:30	10/5—11/6	\$58/\$48

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Excel 2007—Beginning

Learn the basics of Excel 2007 worksheets including understanding the Excel environment, entering and editing text and number values, entering and editing formulas, applying formatting to selected cells, printing a worksheet, and create charts and graphs. **Prerequisite: Mouse, basic typing skills and File Management are necessary to succeed in class.**

T/Th	8:30am—11:30am	8/3—8/27	\$58
M/W	8:30am—11:30am	11/9—12/18	\$58/48
T/Th	6pm—9pm	11/9—12/18	\$58/48

Intro to Office 2007: Word, Excel, PowerPoint

This class will cover a number of basic computer software programs, including Word, Excel and PowerPoint. Students will explore each application to create effective documents, spreadsheets, and presentations. **Prerequisite: Mouse, basic typing skills and File Management are necessary to succeed in class.**

M/W	8:30 am—11:30 am	8/3—8/27	\$58
M/W	11:30am—3pm	11/9—12/18	\$58/\$48

Fix Your Own Computer—Basics

Solve those annoying computer problems yourself! Topics include: Viruses and Virus protection, Spyware and Adware, Why your computer runs slow, printers. File Backups, How to Install a Home Network, Wireless Networking, Preventative Maintenance, What's Inside Your Computer and an Open Forum for your questions.

Prerequisite: Mouse, basic typing skills and File Management are necessary to succeed in class.

T/Th	6pm—9pm	9/9—10/2	\$48/\$38
T/Th	6pm—9pm	11/9—12/18	\$58/\$48

Publisher 2007

This class will teach students how to use Microsoft Publisher to create greeting cards, newsletters, brochures, banners, business cards and hundreds of other professional looking documents from scratch and by using the wizard. **Prerequisites-** A good working knowledge of Word, mouse and keyboarding skills.

T/Th	11:30am—3pm	8/3—8/27	\$58
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Computer Center Class Schedule

Photoshop Elements 7.0 Beginning

This class teaches the basic photo editing concepts. Adjust color and lighting with the improved Quick Fix editing interface. You will crop, enhance, resize, make color variations and copy an image from one photo to another. You will learn how to use tools such as the cookie-cutter tool, shadow/highlights adjustments, improved red-eye removal, and the spot healing brush to simplify photo editing. **Prerequisite:** *Students must have a good working knowledge of Windows XP and file management.*

T/Th 8:30am—11:30am 9/9—10/2 \$48/\$38

M/W 6pm—9pm 10/5—11/6 \$58/\$48

T/Th 3pm—6pm 11/9—12/18 \$58/\$48

Photoshop Elements 7.0 Intermediate

Edit your digital photos like a pro with Adobe Photoshop Elements version 4.0. Learn how to organize your digital camera and scanned photos with Adobe Photoshop Elements 4 Organizer. Quickly find the photos you want by subject, event or date. Use layers to edit photos and create collages. Once editing is completed, use your artistic talent to arrange the photos for a printed photo album or slideshow or Video CD.

Prerequisite: *Completion of Beginning Photo Elements.*

M/W 3pm—6pm 9/9—10/2 \$48/\$38

T/Th 8:30am—11:30am 10/5—11/6 \$58/\$48

M/W 6pm—9pm 11/9—12/18 \$58/\$48

PowerPoint 2007

Explore PowerPoint where you will learn how to prepare a PowerPoint presentation from scratch. Learn how to use the wizard and templates in order to prepare a presentation, how to utilize tools appropriately. We will discuss fonts and color schemes, how to import clip art and web art and how to add animation to liven up your presentations.

M/W 11:30 am—3pm 8/3—8/27 \$58

M/W 8am—11:30am 9/9—10/2 \$48/\$38

Friday Computer Workshops

\$10 per class

(8:30am—11:30 am)

Every Friday morning, teacher-guided computer workshops are offered on a variety of exciting projects.

Please check our website for monthly schedule.

\$48 for students 55+ years old

\$58 for those under 55 years

All classes 8/3—8/27 are \$58

Computer Center Class Schedule

Self Paced Class Hours

T-Th 11:30a—3:00p

Self Paced Computer Classes

- × Work at your own pace
- × Instructor available to assist you
- × Keyboarding practice is available at no additional cost.



Self-paced, on-going, teacher supported lab-style classroom with an open entry policy. Each student is guaranteed the use of a computer. Classes available include Word, Excel, Access, PowerPoint, Dreamweaver, Publisher 2007 and Internet.

Check our website for more information

Saturday Fast Track Classes \$10

8:30am—12:30 pm

Easy All-in-One classes to suit your needs

- Quick introduction to the latest software
- Learn a specific topic
- One-time classes; all hands-on guided instruction
- Minimum keyboarding and mouse skills required

Please see website for schedule of classes.

www.hbadultschool.com/ctc

- ☞ A supportive adult-centered learning environment
- ☞ Free advising, counseling, and student support services.
- ☞ Daytime and evening classes.
- ☞ NO stairs
- ☞ A variety of options, from instructor-led classes to self-paced, flexible-schedule classes.
- ☞ Students receive hand-outs on class lesson for at home practice
- ☞ Assistance with course planning to meet your goals.

Want to Learn More About Computers?



Learn....

Windows, Word, Excel, PowerPoint

Internet, E-Mail, Photo Editing, Basics

Computers, Digital Photography,

Digital Scrapbooking, and much more...

Huntington Beach Adult School

Career Training Center

17071 Gothard Street

Huntington Beach, CA 92647

Online Registration

www.hbas.edu/ctc

