

Computer Courses

For more information, call 694-1751 ♦ www.blueridge.edu

Technology Fees:

The registration fee for continuing education computer courses includes a \$5 technology fee. Attendance is required at the first class meeting to be enrolled. No spaces will be held and no late registrations will be accepted.

Please Note:

Registration fees are due at the time of registration. Students are not enrolled until all registration fees are paid.

Basic Computer Skills

New! Computer Help: How Do I...?

In this eight-week course, you will learn essential features of Microsoft Office Word, the basics of file management, and a general guide to the Internet. You will learn how to begin creating a professional document in Word; discover more about what the computer can do for you using file management, the Start menu, and accessories features; and, how to surf the 'net without fear. **FT**

CAS 8287 401 T 09:00AM-10:55AM 01/12-03/30
Staff TEDC 302 2.3 CEU \$70

CAS 8287 421 M 01:00PM-03:59PM 01/11-03/08
Kathleen Schmieder TRCS 117 2.3 CEU \$70

CAS 8287 422 W 01:00PM-03:59PM 03/10-05/05
Kathleen Schmieder TRCS 117 2.3 CEU \$70

Fundamentals of the Computer for Seniors

An introductory computer course especially designed for seniors who want to keep up with the technology revolution. Let us relieve you of computer anxiety and show you the fun of computers. We'll explain what they can do for you from storing information to handling correspondence. Emphasis will be on learning the functions of the keyboard, using a mouse, and word processing. You'll have plenty of "hands-on" use of the computer at a slow and easy pace. No computer experience required. There will be a minimum of typing involved in class and handouts will be provided. **FT**

CSP 8074 401 T 02:00PM-03:55PM 01/12-03/02
Ramona Rogers TEDC 302 \$60

CSP 8074 521 T 10:00AM-11:59AM 03/09-05/04
Ruby Sprouse TRCS 117 \$60

Internet for Seniors

Are you excited about the possibility of communicating with your family and friends all over the world? Would you like to have information at your fingertips about art, travel, medicine, the weather, or current news? Then join us for this introductory exploration of the Internet. We'll show you how it functions, how to get connected "online", what resources are available on the Net and more. **FT**

CSP 8092 501 T 02:00PM-03:55PM 03/09-05/04
Ramona Rogers TEDC 302 \$60

CSP 8092 421 T 10:00AM-11:59AM 01/12-03/02
Ruby Sprouse TRCS 117 \$60

New! Keyboarding

This course covers basic keyboarding skills with a focus on alphabetic keys and the numeric keypad. Emphasis is placed on the touch system and correct techniques, with development of nominal speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Keyboarding is an essential skill for efficient use of software applications. This is a self-paced course using a step-by-step text with instructor assistance in the room to answer questions, and to provide guidance and help as needed. **F**

CAS 8015 11 TTH 05:30PM-06:55PM 01/12-05/06
Cindy Blount TEDC 302 4.8 CEU \$125

New! Twitter? Facebook? What's That?

If you've ever wondered why all the buzz about Twitter, Facebook, or blogging, this course is for you. You will learn the history of social media, what it is and what it does, how it has impacted not only the web world, but the rest of the world as well. From breaking news, to sharing family photos, social media has become the number one method for communicating instantly for many people. It even replaces e-mail for some. You will learn how to set up your own accounts, how to use these tools, and learn the features of each one. **FT**

CSP 8370 411 TH 06:00PM-07:55PM 01/14-02/18
Alicia Knighten TEDC 305 \$60

CSP 8370 421 TH 09:00AM-12:00PM 01/14-03/04
Ruby Sprouse TRCS 117 \$60

CSP 8370 422 TH 09:00AM-11:59AM 03/11-05/06
Ruby Sprouse TRCS 117 \$60

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Business Productivity

Advanced Microsoft Excel 2007

The final course in a three-part sequence, Advanced Microsoft Excel 2007 explores more advanced features such as Working with Lookup Functions, Custom Templates, and Auditing; Exploring Macros; Creating Tables and PivotTables; Using Advanced Formatting and Analysis Tools; and Collaborating in Excel. Beyond the basics, this course expands the level of productivity associated with creating and editing spreadsheets in Microsoft Excel 2007. **I**

CAS 8254 201 03/29-05/14
Jack Noel Internet 2.4 CEU \$70

Advanced Microsoft Word 2007 Applications

The final course in a three-part sequence, Advanced Microsoft Word 2007 explores more advanced features such as organizing long documents; collaboration; using Macros and forms; sharing and securing content; and integrating with other programs. Beyond the basics, this course expands the level of productivity associated with creating and editing documents in Microsoft Word 2007. **I**

CAS 8253 201 03/29-05/14
Jack Noel Internet 2.4 CEU \$70

Basic MacIntosh Computer Applications

The purpose of this course is to offer beginning Mac users, Windows (Microsoft) converts, new and non-computer users a basic, down-to-earth, understandable, non-geek instruction on the basics of computing with a Mac (Apple computer) regardless of kind: iMac, Mac desktop, eMac or MacBook. No prior computer experience required. No computer required for class. **F**

CAS 8276 501 M 12:30PM-02:25PM 03/15-05/10
LiB Shore TEDC 106 1.6 CEU \$70

E-Connecting For Non-Profits

With the rising cost of postage and gasoline, non-profits are more challenged than ever in keeping communication lines open to their members, volunteers and clients. In this course you will get hands on experience at using familiar PC computer software, as well as tools and services available on the internet. You will learn how to create an electronic newsletter that can be produced and distributed for little if any expense. **F**

SEF 8131 501 F 9:30AM-12:30PM 03/12-03/26
Sandy Westin TEDC 303 0.9 CEU \$55

How to Use Social Media in Your Business

Learn how popular applications like Twitter, Facebook, & blogging can be used to help your business. Social media will be demonstrated, to show you how to get started and how to measure ROI invested in social media. Additionally, you will learn how to apply the "12:1 rule" in social media to increase your exposure, client trust ratio, and ultimately the bottom line for your business. You will also examine the "new" way people search for news, products, and services, and how to tell if your company can become a good fit in the new search methods. **F**

CAS 8286 511 TH 06:00PM-07:55PM 02/25-04/01
Alicia Knighten TEDC 305 1.2 CEU \$70

Intermediate Microsoft Excel 2007

The second course in a three-part sequence, Intermediate Microsoft Excel 2007 explores more advanced features such as databases, templates, illustration tools, protection, financial functions and data analysis. Beyond the basics, this course expands the level of productivity associated with creating and editing spreadsheets in Microsoft Excel 2007. **I**

CAS 8232 201 03/08-04/30
Jack Noel Internet 2.4 CEU \$70

Intermediate Microsoft Word 2007

The second course in a three-part sequence, Intermediate Microsoft Word 2007 explores more advanced features such as tables, section breaks, styles, headers and footers, and reference objects such as the Table of Figures. Beyond the basics, this course expands the level of productivity associated with creating and editing documents in Microsoft Word 2007. **I**

CAS 8230 201 03/08-04/30
Jack Noel Internet 2.4 CEU \$70

Introduction to Microsoft Excel 2007

Whether you are new to Spreadsheets or simply new to Microsoft Excel 2007, this course will introduce you to the ribbon interface, worksheets, formulas and functions, and charting so that you are prepared to develop business spreadsheets using Microsoft Excel 2007. **T I**

CAS 8231 201 01/11-03/05
Jack Noel Internet 2.4 CEU \$70

CAS 8231 421 F 09:00AM-12:00PM 03/05-05/07
Cecile Duval TRCS 117 2.4 CEU \$70

Introduction to Microsoft Word 2007

Whether you are new to Word Processing or simply new to Microsoft Word 2007, this course will introduce you to the ribbon interface formatting tools, fonts, themes, lists, and mail merge so that you are prepared to develop professional documents using Microsoft Word. **TI**

CAS 8229 423	F	09:00AM-11:59AM	01/08-02/26
Cecile Duval		TRCS 117 2.4 CEU	\$70
CAS 8229 201			01/11-03/05
Jack Noel	Internet	2.4 CEU	\$70
CAS 8229 421	W	01:00PM-03:59PM	01/13-03/03
Kathleen Schmieder		TRCS 117 2.4 CEU	\$70
CAS 8229 422	M	01:00PM-03:59PM	03/15-05/10
Kathleen Schmieder		TRCS 117 2.4 CEU	\$70

More MacIntosh Computer Applications

The purpose of this course is to further understand and become proficient in three core Mac programs: iWork, iTunes, and iPhoto, by increasing knowledge of similarities among all the programs, and the ability to successfully use each component as desired. Working knowledge of Apple computer, and interested in learning in depth iWork-consisting of Pages, Apple's word processing program; Keynote, the PowerPoint-like presentation program, and Numbers-Apple's spreadsheet program. iPhoto, the complete program for using, sending, and enjoying all facets of personal digital photography, as well as iTunes-the preeminent program for downloading, burning, and sharing music, cd's, TV programs, movies, podcasts, and more. **F**

CAS 8275 501	M	09:30AM-11:25AM	03/22-04/26
LiB Shore		TEDC 106 1 CEU	\$70

Office Technology for the Non-Techie Applications

Are you a non-techie in a high-tech workplace? Is your experience working with technology a complex and confusing one? This "hands on" course will provide the student with explanations and demonstrations to become more confident on the various components used in an office. Topics will include how to use a scanner, using zip files, utilize disk defrag, and the backup wizard on the computer. The course will provide an opportunity to expand computer knowledge and develop skills as the student learns to use the computer to access information, perform tasks, and interact with software. Finally, the help that the technology-challenged employee has been looking for! **FT**

CAS 8274 411	M	03:00PM-04:55PM	01/11-02/22
Staff		TEDC 303 1.2 CEU	\$70
CAS 8274 421	TH	01:00PM-03:59PM	01/14-02/04
Ruby Sprouse		TRCS 117 1.2 CEU	\$70
CAS 8274 511	T	06:00PM-07:55PM	03/09-04/20
Staff		TEDC 303 1.2 CEU	\$70
CAS 8274 521	TH	01:00PM-03:59PM	04/15-05/06
Ruby Sprouse		TRCS 117 1.2 CEU	\$70

PC Security & Maintenance

This course covers the fundamentals of security and software maintenance issues for Windows XP and Vista users. Students will learn how to use firewalls, antispyware, and antivirus software efficiently, along with establishing strong passwords to stop hacking attempts. The course also includes how to install/uninstall hardware and software safely, as well as basic instructions on keeping a hard drive clean. **T**

CAS 8273 431	M	06:00PM-08:59PM	01/11-03/08
Lamar Owen		TRCS 117 2.3 CEU	\$70
CAS 8273 421	TH	01:00PM-03:59PM	02/11-04/01
Ruby Sprouse		TRCS 117 2.3 CEU	\$70

Practical Computer Concepts - Office 07 Applications

Get familiar with all four of the most commonly used applications in the Microsoft Office 2007 suite of programs, Word, Excel, PowerPoint and Access in this comprehensive overview of Microsoft Office 2007. This course takes a practical approach teaching the most common features of the Office suite providing hands on experience that can be applied immediately. **FT**

CAS 8241 11	M	06:00PM-08:55PM	01/11-05/10
Staff		TEDC 302 4.8 CEU	\$125
CAS 8241 1	T	01:00PM-03:55PM	01/12-05/04
Christine Bright		TEDC 305 4.8 CEU	\$125
CAS 8241 421	T	01:00PM-03:59PM	01/12-05/04
Ruby Sprouse		TRCS 117 4.8 CEU	\$125
CAS 8241 422	W	09:00AM-11:59AM	01/13-05/05
Kathleen Schmieder		TRCS 117 4.8 CEU	\$125

Practical Computer Concepts - Win XP

Get familiar with practical computer concepts accessible in Windows XP. This course takes a practical approach teaching the most common features and uses of a computer and providing hands on experience that can be applied immediately. Concepts include hardware, software, Windows, word processing, spreadsheets, e-mail, and web browsing. **FT**

CAS 8240 11	TTH	04:00PM-04:55PM	01/07-05/06
Cindy Blount		TEDC 335 4.8 CEU	\$125
CAS 8240 1	MW	08:00AM-08:55AM	01/11-05/10
Cindy Blount		TEDC 335 4.8 CEU	\$125
CAS 8240 421	M	09:00AM-11:59AM	01/11-05/10
Kathleen Schmieder		TRCS 117 4.8 CEU	\$125
CAS 8240 2	TH	09:00AM-11:55AM	01/14-05/06
Staff		TEDC 305 4.8 CEU	\$125

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New! Text Entry and Formatting Applications

You will learn skills needed to format professional-looking business documents such as letters, memos, tables, and simple business reports. You will learn how to increase keyboarding speed and improve accuracy, as well as how to proofread documents with a high degree of accuracy. This is a self-paced course using a step-by-step text with instructor assistance in the room to answer questions, and to provide guidance and help as needed. **F**

CAS 8289 11 TTH 05:30PM-07:30PM 01/12-05/06
Cindy Blount TEDC 302 6.4 CEU \$180

Digital Media

Adobe Illustrator CS3

This comprehensive course covers the basics of learning Adobe Illustrator CS3, and provides countless tips and techniques to help you become more productive with Adobe Illustrator CS3. We will use the industry standard Adobe Illustrator CS3 to open vector files, make simple graphics, import files, export to other formats, and use these files for various digital media projects. **F**

CAS 8243 11 W 06:00PM-09:25PM 01/13-05/05
Nancy Thomas TEDC 119 5.6 CEU \$180

Adobe InDesign CS3

This comprehensive course will introduce you to designing publications using InDesign CS3, the rising standard for professional desktop publishing. InDesign CS3 gives you the flexibility to design long documents or one-page ads in a powerful and intuitive environment. Particular attention will be placed upon learning the effective use of layout, type and graphic styles, symbols, layers, and importing graphics created in Photoshop CS3 and Illustrator CS3. **F**

CAS 8244 11 TH 06:00PM-09:25PM 01/14-05/06
Nancy Thomas TEDC 119 5.6 CEU \$180

Adobe Photoshop CS3

This comprehensive course covers the basics of learning Adobe Photoshop CS3, and provides countless tips and techniques to help you become more productive and adept at using Adobe Photoshop CS3. **F T**

CAS 8251 11 T 06:00PM-09:25PM 01/12-05/04
Thomas Kaczmarek TEDC 119 5.6 CEU \$180

CAS 8251 431 TH 06:00PM-09:29PM 01/14-05/06
Thomas Kaczmarek TRCS 117 5.6 CEU \$180

Web Design I (Dreamweaver)

This course is part I of a two-part series designed to cover the creation of web sites and web graphics using industry standard tools. In Web Design I, you will learn Adobe Dreamweaver to lay out structure and content for Web sites. In Web Design II, you will learn Adobe Fireworks to create graphics and enhance pictures to make the visual content of your Web site look fantastic. These two Web site software tools work together so both classes focus on using Fireworks and Dreamweaver in combination to create or manage a Web site. Specifically, the Dreamweaver component covers Web site structure and layout, navigation and links, content placement, CSS styling, and uploading your site to a web server. The Fireworks component covers creating an attractive graphical look and feel, creating linkable buttons, editing and enhancing pictures, and much more. If you have ever wanted to learn to create a Web site from start to finish, or you are interested in learning web design as a profession, these courses are for you. **F**

ITN 8038 411 M 06:00PM-08:55PM 01/11-03/08
Thomas Christensen TEDC 119 2.4 CEU \$70

Web Design II (Fireworks)

This course is part II of a two-part series designed to cover the creation of web sites and web graphics using industry standard tools. In Web Design I, you learned Adobe Dreamweaver to lay out structure and content for Web sites. In Web Design II, you will learn Adobe Fireworks to create graphics and enhance pictures to make the visual content of your Web site look fantastic. These two Web site software tools work together so both classes focus on using Fireworks and Dreamweaver in combination to create or manage a Web site. Specifically, the Dreamweaver component covers Web site structure and layout, navigation and links, content placement, CSS styling, and uploading your site to a web server. The Fireworks component covers creating an attractive graphical look and feel, creating linkable buttons, editing and enhancing pictures, and much more. If you have ever wanted to learn to create a Web site from start to finish, or you are interested in learning web design as a profession, these courses are for you. Completion of Web Design I (Dreamweaver) is not required, but is strongly recommended. **F**

ITN 8037 511 M 06:00PM-08:55PM 03/15-05/10
Thomas Christensen TEDC 119 2.4 CEU \$70



One Day Seminars

Can't afford the time for a full semester course? Check out these new one-day seminars! Learn a new skill or expand your knowledge in just one day! Each seminar is offered with a \$40 registration fee. Reserve your seat today!

Web Site Marketing Basics

This course is designed for the business person with a Web site. It will take a hands-on approach to getting the traffic you want and increasing your customer conversion ratio so you will get a better return on investment. Web site promotion is a matter of taking care of many factors that will drive traffic to your site. Search engines such as Google, directories like Yahoo, LookSmart and the Open Directory Project are only a part of a successful Web Marketing strategy. Link strategies, Click-for-Placement, offline marketing, e-mail opt-in lists, and affiliate programs are other dimensions of the World Wide Web of promotion and marketing. **F**

CAS 8185 411 T 06:00PM-08:55PM 01/12-03/08
Alicia Knighten TEDC 303 2.4 CEU \$70

IT Professional

PC Maintenance Troubleshoot & Repair I

This course will explore the causes and diagnoses of the most common occurring problems users have with their computers. Topics will include hardware as well as software troubleshooting. Network discussions will center on Microsoft Networking concepts. **F T**

CAS 8011 431 TH 06:00PM-08:59PM 01/07-02/25
Lamar Owen TRCS 141 2.4 CEU \$70

CAS 8011 411 W 06:00PM-08:55PM 01/13-03/03
Staff TEDC 303 2.4 CEU \$70

PC Maintenance Troubleshoot & Repair II

This course is a continuation of Part I. The students will be involved in more advanced hardware and software troubleshooting. Network discussions will center on Microsoft Networking concepts. **F T**

CAS 8012 531 TH 06:00PM-08:59PM 03/04-04/29
Lamar Owen TRCS 141 2.4 CEU \$70

CAS 8012 511 W 06:00PM-08:55PM 03/10-05/05
Staff TEDC 303 2.4 CEU \$70

Digital Media

How to Use Adobe Bridge

Probably the most overlooked but surprisingly valuable program, this class will teach students how to utilize Adobe Bridge CS3 in their workflow. This one-day intensive course will cover basics, the workspace, importing, file preparation, file processing, organizing, and tips and tricks. Basic computer skills are needed for this class. Completion of the Practical Computer Concepts – Windows XP class, or equivalent, is suggested.

SEF 8142 401 9 a.m. - 4 p.m. Friday, 1/22
Nancy Thomas TEDC 119 0.6 CEU \$40

Introduction to Adobe InDesign

This one-day intensive course will cover InDesign's tools, simple frames, text, working with color, importing and linking, and creating a basic document. Basic computer skills are needed for this class. Completion of the Practical Computer Concepts – Windows XP class, or equivalent, is suggested.

SEF 8143 401 9 a.m. - 4 p.m. Friday, 2/5
Nancy Thomas TEDC 119 0.6 CEU \$40

Intermediate Adobe InDesign

An InDesign CS3 course, this class will build on "Introduction to Adobe InDesign". This intensive one-day class will provide more detail working with complex frames, text and color, using drawing tools, tabs, layers, exporting a PDF, and creating a more involved document. Strong computer skills required.

SEF 8144 401 9 a.m. - 4 p.m. Friday, 2/12
Nancy Thomas TEDC 119 0.6 CEU \$40

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Advanced Adobe InDesign

An InDesign CS3 course, this class will build on “Intermediate Adobe InDesign”. This intensive one-day class will familiarize students with transparency, tables, styles, master pages, and library objects. Students will produce an interactive kiosk PDF document. Strong computer skills required.

SEF 8145 401 9 a.m. - 4 p.m. Friday, 2/19
Nancy Thomas TEDC 119 0.6 CEU \$40

Adobe Illustrator One

An Illustrator CS3 course, this intensive one-day class will explain vector graphics, tools, and the workspace, shapes, transforming objects, drawing with the pen tools, color, and type. Basic computer skills are needed for this class. Completion of the Practical Computer Concepts – Windows XP class, or equivalent, is suggested.

SEF 8146 401 9 a.m. - 4 p.m. Friday, 3/5
Nancy Thomas TEDC 119 \$40

Adobe Illustrator Two

An Illustrator CS3 course, this intensive one-day class will build on “Adobe Illustrator One”. This class will cover layers, blending shapes and colors, brushes, effects, appearance attributes, styles, and symbols. Strong computer skills required.

SEF 8147 401 9 a.m. - 4 p.m. Friday, 3/12
Nancy Thomas TEDC 119 \$40

Introduction to Adobe Photoshop

This intensive one-day class will cover Photoshop’s tools, selections, layers, adjusting images, basic retouching, and the steps to prepare an image. Basic computer skills are needed for this class. As a minimum, completion of the Practical Computer Concepts – Windows XP class, or equivalent, is suggested.

SEF 8148 401 9 a.m. - 4 p.m. Friday, 4/16
Nancy Thomas TEDC 119 \$40

Intermediate Adobe Photoshop

A Photoshop CS3 course, this class will build on “Introduction to Adobe Photoshop”. This intensive one-day class will familiarize students with masks, vector paths, fills and overlays, automating actions, and correcting and enhancing photos. Strong computer skills required.

SEF 8149 401 9 a.m. - 4 p.m. Friday, 4/23
Nancy Thomas TEDC 119 \$40

Advanced Adobe Photoshop

A Photoshop CS3 course, this class will build on “Intermediate Adobe Photoshop”. This intensive one-day class will elaborate on advanced layering and compositing, preparing files for the web, and animation. Strong computer skills required.

SEF 8150 401 9 a.m. - 4 p.m. Friday, 4/30
Nancy Thomas TEDC 119 \$40

Web Site Design and Improvement

CSS Demystified

Learn how to use external stylesheets for better control of your Web site. Web site methodology using CSS will also be taught. This intensive course is designed for students who already know how to design Web sites using HTML. This course will use Dreamweaver for demonstration.

SEF 8152 401 9 a.m. - 4 p.m. Friday, 1/29
Tom Christensen TEDC 119 0.6 CEU \$40

Drive Traffic to Your Site

Learn how to drive traffic to your Web site without buying Adwords or Pay Per Click. You will also learn how to measure site traffic and analyze web stats. This course is designed to teach the marketing manager inexpensive tips and tricks for increasing Web site traffic.

SEF 8153 401 9 a.m. - 4 p.m. Friday, 2/12
Alicia Knighten TEDC 305 0.6 CEU \$40

One Day Graphics For My Site

This course is for students with a basic understanding of web graphics using Fireworks. Learn insider tips to take your graphics to the next level.

SEF 8160 401 9 a.m. - 4 p.m. Friday, 3/19
Tom Christensen TEDC 119 0.6 CEU \$40

Web site in a Day

Learn the many options available to businesses when building a Web site. Learn pros and cons of using templates. Participate in creating a basic Web site.

SEF 8158 401 9 a.m. - 4 p.m. Friday, 2/26
Alicia Knighten TEDC 119 0.6 CEU \$40

Web sites for Clubs or Organizations

This one-day course is designed to address the challenges facing many clubs and organizations when trying to build an effective Web site on a budget. Learn how to deal with committees, accept donations online, publicize events and fundraisers, and how to add professionalism to your presence without spending a lot of money. This class is appropriate for clubs, service organizations, non-profits, homeowners associations, scouts, and similar groups.

CSP 8375 601 9 a.m. - 4 p.m. Saturday, 5/1
Alicia Knighten CONE 204 \$40

What's Wrong With My Site?

If you have a Web site and it's not living up to your expectations, this course is for you. Learn how to look at a site to analyze its effectiveness and usability. Various marketing strategies will be discussed, along with color analytics, fonts, and call to action placement.

SEF 8159 401 9 a.m. - 4 p.m. Friday, 4/16
Alicia Knighten TEDC 305 0.6 CEU \$40

Better Business Ideas

Build a Better Logo

Your logo is often the first impression a potential customer has of your business. What does it say about your company? Learn how color, font, and tag lines mesh together to create an instant impression.

SEF 8141 401 9 a.m. - 4 p.m. Friday, 1/22
Alicia Knighten TEDC 305 0.6 CEU \$40

Can I Make Money on the Web?

Ecommerce is often misunderstood. Learn about practical application of proven marketing techniques to determine whether or not your company "has what it takes" to truly become profitable in an ecommerce venture.

SEF 8151 401 9 a.m. - 4 p.m. Friday, 2/5
Alicia Knighten TEDC 305 0.6 CEU \$40

Ebay and Paypal for Business

Learn how to gain new customers for your business using Ebay and Paypal. This course is appropriate for businesses or non-profits with or without a Web site.

SEF 8154 401 9 a.m. - 4 p.m. Friday, 2/19
Alicia Knighten TEDC 305 0.6 CEU \$40

Ecommerce Do's and Don'ts

Sometimes knowing what NOT to do is just as important as knowing what TO do. Learn how to avoid spending too much time and money on an ecommerce project. Various shopping carts, secure certificates, and credit card strategies will be discussed.

SEF 8155 401 9 a.m. - 4 p.m. Friday, 3/5
Alicia Knighten TEDC 305 0.6 CEU \$40

E-mail Marketing Campaigns

Learn about spam laws, e-mail campaign products, and how to use them effectively as a helpful tool to build a base of paying customers for your product or service.

SEF 8156 401 9 a.m. - 4 p.m. Friday, 3/12
Alicia Knighten TEDC 305 0.6 CEU \$40

ePolicies for Business

Learn how to create an "ePolicy" handbook for your business. E-mail rules, instant messaging, blogging, writing effective e-mails, social media rules, and web surfing policies will be discussed. This course is designed to help the business manager provide best-practices guidelines for managing workplace e-mail and web use to minimize risks and maximize compliance.

SEF 8157 401 9 a.m. - 4 p.m. Friday, 3/26
Alicia Knighten TEDC 305 0.6 CEU \$40

Personal Enrichment

Couponing Insider

Learn insider secrets to cut your grocery bill in half. This will be a fun and informative class about how to use coupons to get the most for your money. Learn to use coupons and many other effective techniques to ensure you never pay full price for groceries again.

CSP 8372 601 9 a.m. - 4 p.m. Saturday, 2/6
Alicia Knighten CONE 204 \$40

Living Foods Lifestyle

Did you know that there is a method of nutrition that can provide abundant energy and health? The student will learn the philosophy of the Living Food lifestyle, nutritional aspects, and strategies for day to day eating. This course is appropriate for those wishing to learn about eating for better energy, health, and brain function.

CSP 8373 601 9 a.m. - 4 p.m. Saturday, 3/6
Tom Christiansen CONE 209 \$40

Technology to Manage Your Diabetes

Diabetes is a complicated condition requiring strict attention to food intake, medications, physician instructions, etc. This course will demonstrate many free web applications to use to help you achieve your A1 goals, along with an analysis of Web sites offering diabetic supplies and information.

CSP 8374 601 9 a.m. - 4 p.m. Saturday, 4/24
Alicia Knighten CONE 204 \$40

Online Computer Courses

For more information, call 694-1655 ♦ www.blueridge.edu

ED2GO Internet Courses

Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with our new instructor-led Internet courses. Each course runs for 6 weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. All materials will be made available to you over the Internet. Read your lessons and ask questions of your instructor at times that are most convenient to you. All you need to get started is Internet access, an e-mail address, and a Web browser. Each course listed is 2.4 CEU.

Registration Procedures

1. Submit BRCC Registration Form with applicable registration fees.
2. Visit www.ed2go.com/blueridge.
3. Complete orientation at www.ed2go.com/blueridge.

First spring section courses begin 1/20 and end 3/12.

Second spring section courses begin 2/17 and end 4/9.

Third spring section courses begin 3/17 and end 5/7.

Registrations must be completed within 7 days of begin dates. Registration fees for all courses are \$70 each course. Senior Exemptions apply to all courses except those with a CSP or SEF prefix

Additional courses available with Ed2Go.

The Internet

Introduction to the Internet	CAS 8150 901
Learn to Buy and Sell on eBay	CAS 8151 901
Marketing Your Business on the Internet	CAS 8281 901

Web Page Design, Graphics, and Multimedia

Creating Web Pages	ITN 8013 901
Creating Web Pages II	ITN 8017 901
Designing Effective Websites	ITN 8040 901

Computer Applications

Computer Skills for the Workplace	CAS 8170 901
Introduction to Microsoft Word 2007	CAS 8229 901
Introduction to Microsoft Excel 2007	CAS 8231 901
Intermediate Microsoft Excel 2007	CAS 8271 901
Introduction to Microsoft Access 2007	CAS 8272 901
Intermediate Microsoft Access 2007	CAS 8282 901
Introduction to Microsoft PowerPoint 2007	CAS 8234 901
Introduction to Microsoft Project 2007	CAS 8283 901
Introduction to Microsoft Publisher 2007	CAS 8277 901
Introduction to Microsoft Visio 2007	CAS 8284 901
Introduction to Windows XP	CAS 8022 901
Introduction to Windows Vista	CAS 8228 901
Introduction to QuickBooks 2009	CAS 8279 901
QuickBooks for Contractors	CAS 8171 901
Performing Payroll in QuickBooks 2009	CAS 8280 901

Desktop Publishing and Imaging

Discover Digital Photography	CAS 8132 901
Design Projects for Adobe Illustrator CS	CAS 8192 901
Introduction to Photoshop CS4	CAS 8278 901
Photoshop CS for the Digital Photographer	CAS 8190 901
Photoshop Elem for the Digital Photographer	CAS 8226 901

Computer Troubleshooting and Networking

Introduction to PC Troubleshooting	CAS 8166 901
Introduction to Networking	CAS 8008 901
Intermediate Networking	CAS 8007 901
Wireless Networking	CAS 8159 901
Introduction to PC Security	CAS 8175 901
Advanced Security	CAS 8225 901

Language

Speed Spanish	FLI 8728 901
Speed Spanish II	FLI 8736 901
Speed Spanish III	FLI 8739 901

Accounting

Accounting Fundamentals	ACC 8107 901
Accounting Fundamentals II	ACC 8108 901

Personal Finance & Wealth Building, and Personal Enrichment

Debt Elimination Techniques	BAF 8272 901
Keys to Successful Money Management	CSP 8354 901
Real Estate Investing	SEF 8020 901
Real Estate Investing II	SEF 8140 901
Speed Reading	CSP 8355 901

Business Administration

Administrative Assistant Applications	OSC 8636 901
Administrative Assistant Fundamentals	OSC 8637 901
Building Teams That Work	MLS 8957 901
Creating A Successful Business Plan	MLS 8230 901
Interpersonal Communication	MLS 8809 901
Introduction to Business Analysis	MLS 8814 901
Successful Construction Business Management	MLS 8949 901

Courses for Teaching Professionals

Creating the Inclusive Classroom: Strategies for Success	EDU 8201 901
Easy Classroom Podcasting	COM 8745 901
Guiding Kids on the Internet	CAS 8135 901
Integrating Technology in the Classroom	COM 8746 901
PowerPoint in the Classroom	CAS 8164 901
Solving Classroom Discipline Problems	MLS 8847 901
Solving Classroom Discipline Problems II	MLS 8958 901
The Classroom Computer	COM 8002 901
The Creative Classroom	CAS 8003 901
Teaching Students With Autism: Strategies for Success	EDU 8200 901
Working Successfully With Learning Disabled Students	EDU 8202 901
Using the Internet in the Classroom	CAS 8165 901

Health Care

Medical Transcription	NUR 8246 901
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