

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.

Adobe Software

Adobe Photoshop CS

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

CAS 8251 431 TTH 06:00PM 09:30PM 05/24-07/21
Tom Kaczmarek TCC TRCS 117 5.6 CEU \$ 180

Apple-Mac

Basic Mac

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 home computer required for class.

CAS 8276 411 W 05:30PM 08:25PM 05/18-06/22
Tom Kaczmarek HCC TEDC 106 1.6 CEU \$ 70

More Mac

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.

CAS 8275 411 W 05:30PM 07:25PM 06/29-07/27
Tom Kaczmarek HCC TEDC 106 1 CEU \$ 70

Basics

New Becoming Computer-Savvy Seniors

Is your computer a paperweight or a valuable tool? This introductory computer course is especially designed for seniors to get "into the loop" and learn functions of the keyboard, how to use a mouse, and how to use word processing programs. The class is slow-paced with no computer experience required and a minimum of typing is involved. Students will be introduced to Windows, Microsoft Office Word, and how to organize files. Become a computer-savvy senior and relieve those techie blues.

CSP 8074 421 T 10:00AM-12:00PM 05/24-07/12
Ruby Sprouse TCC TRCS 117 \$ 60

CSP 8074 401 T 09:00AM-10:55AM 06/07-07/26
Alicia Knighten HCC TEDC 302 \$ 60

New Internet-Savvy Seniors

So now you are computer-savvy! Do you want to become internet-savvy? Do you want to be able to search the Internet for information about art, travel, medicine, weather, or current news around the world? Do you want to get in touch with family and friends? This course will introduce you to web browsing and e-mail and take the mystery out of getting connected online. Students will learn how to use search engines, browse the Internet, shop online, send and receive e-mail, as well as upload and download attachments and photos.

CSP 8092 421 TH 10:00AM-12:00PM 05/26-07/14
Ruby Sprouse TCC TRCS 117 \$ 60

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Computer Applications

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.

CAS 8287 401 T 01:00PM 03:55PM 06/07-07/26
Judy Babb HCC TEDC 305 2.4 CEU \$ 70

Computer Help: What Do I...?

This course is intended to teach you the basics about your computer system. Students will also learn about different software programs and which are best-suited for your computer needs. PC's versus laptops - the pros and cons of both. What is RAM capacity? What is the maximum you can have? How much RAM do you really need? Also, learn how to best utilize online support for your computer.

CAS 8288 421 M 01:00PM 04:00PM 05/23-07/25
Judy Babb TCC TRCS 117 2.4 CEU \$ 70

CAS 8288 401 TH 09:00AM-12:00PM 06/02-07/21
Tom Christensen HCC TEDC 305 2.4 CEU \$ 70

New Excel Made Simple

Microsoft Excel is one of the more prominent spreadsheet programs used by companies today. Professionals are now expected to have a comfortable working knowledge of this software. Learn how easy and flexible it is to use Excel to enter, calculate, analyze, and visually represent numerical data with customized charts. Lessons include creating and editing worksheets, working with formulas and functions, and formatting cell properties. If you've ever wondered what Excel is all about, then this is the class for you.

CAS 8297 421 W 01:00PM 04:00PM 05/25-07/20
Stephanie Adams TCC TRCS 117 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.

CAS 8231 401 TH 01:00PM 03:55PM 06/02-07/21
Matthew Schmieder HCC TEDC 305 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 2007.

CAS 8229 401 T 09:00AM-11:55AM 06/07-07/26
Judy Babb HCC TEDC 305 2.4 CEU \$ 70

New Learn Microsoft Office 2010

Computer software can be complex, but we don't have to understand how all the components work to get the job done. This introductory-level training course will walk students through the new Microsoft Office 2010 suite. Microsoft Office 2010 offers a successful and powerful way to deliver your best work. The students will create Word documents by developing and enhancing letters, formatting and bulleting text, and creating a mail merge. Learn the Excel spreadsheet program by creating formulas and formatting various chart types to present data graphically. Learn to create a basic slide presentation through PowerPoint. Students will learn how to multitask using all the Office 2010 applications.

CAS 8294 421 MW 09:00AM-12:00PM 05/23-07/25
Stephanie Adams TCC TRCS 117 4.8 CEU \$ 125

Help Us Help You

We are often asked for short, basic courses to get students started with computers and the most popular programs. We are now offering a method for creating six-hour introductory classes based on demand. Each topic will be covered in a six-hour class over two nights or two afternoons at a cost of only \$40 each course. Call or e-mail to sign up; you will be notified as soon as we have seven or more people ready to cover the same topic. Call your friends and form a class! Courses can be made available at either the Henderson County Campus or the Transylvania County Campus.

Contact Ramona Rogers at (828) 694-1751
or by e-mail at ramonar@blueridge.edu.

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Steps to Keep Your Computer Secure

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.

CAS 8273 421 T 01:00PM 04:00PM 05/24-07/12
Ruby Sprouse TCC TRCS 117 2.4 CEU \$ 70

New Windows 7

Get familiar with Microsoft's new Windows 7 Operating System (OS). This course takes a practical approach teaching the most common and unique features in this new OS. Students will explore general computer concepts and get hands-on experience that can be applied immediately. Students will be introduced to hardware, software, Windows 7 OS, program commands, file management, word processing, and a brief introduction to the Internet.

CAS 8290 431 M 06:00PM 09:00PM 05/23-07/25
Lamar Owen TCC TRCS 117 2.4 CEU \$ 70

CAS 8290 421 TH 01:00PM 04:00PM 05/26-07/14
Ruby Sprouse TCC TRCS 117 2.4 CEU \$ 70

CAS 8290 411 TH 06:00PM 08:55PM 06/02-07/21
Matthew Schmieder HCC TEDC 305 2.4 CEU \$ 70

IT Professional

New Computer Fix It: PC Repair I

Welcome to a computer anatomy class! This is part 1 of a 2-part series designed to take students interested in the field of computer repair and maintenance and give them entry level knowledge to build and maintain desktop computer systems or to pursue employment as an entry level computer technician. Students will learn to install, configure, upgrade, maintain, and repair computer workstations. Topics will include such subjects as memory, hard drives, CD and DVD drives, video cards, monitors, USB connections, modems, routers, and more as well as troubleshooting techniques to identify and resolve a variety of problems. This class is open to anyone interested in computer repair. Solid proficiency with computers is recommended.

CAS 8295 431 TH 06:00PM 09:00PM 05/26-07/21
Lamar Owen TCC TRCS 141 2.4 CEU \$ 70

Why should you choose a continuing education computer class at Blue Ridge Community College?

- Instructor-led
- Small class size
- Well equipped labs
- Experienced instructors
- Personal attention
- Comprehensive: theory, hands-on, practical exercises

We look forward to seeing you in one of our classes soon!

Summer Operating Hours May 23 through July 29

Administrative Offices
Open Monday through Thursday
7:30 a.m. to 5:30 p.m.
Closed Fridays

Student Services at the
Henderson County Campus
will be open until 8 p.m.
Monday through Thursday.

Holiday Observance Closings
Blue Ridge Community College will be
closed Monday, May 30 for Memorial Day
and Monday, July 4 for Independence Day.

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 Summer section courses begin 5/18 and end 7/8.

Second Summer section courses begin 6/15 and end 8/15.

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. For more information or assistance with enrollment, please contact Kay Houston at 828-694-1655 or by e-mail at mk_houston@blueridge.edu.

The Internet

Introduction to the Internet	CAS 8150 905
Introduction to Internet Writing Markets	COM 8737 905
Learn to Buy and Sell on eBay	CAS 8151 905
Marketing Your Business on the Internet	CAS 8281 905

Web Page Design, Graphics, and Multimedia

Creating Web Pages	ITN 8013 905
Designing Effective Websites	ITN 8040 905

Computer Applications

Computer Skills for the Workplace.....	CAS 8170 905
Introduction to Microsoft Access 2007.....	CAS 8272 905
Intermediate Microsoft Access 2007.....	CAS 8282 905
Introduction to Adobe Acrobat 9.....	CAS 8292 905
Introduction to Crystal Reports.....	CAS 8176 905
Introduction to Microsoft PowerPoint 2007	CAS 8234 905
Introduction to Microsoft Project 2007.....	CAS 8283 905
Introduction to Microsoft Publisher 2007	CAS 8277 905
Introduction to Microsoft Visio 2007.....	CAS 8284 905
Introduction to Windows XP.....	CAS 8022 905
Introduction to Windows Vista.....	CAS 8228 905
Introduction to QuickBooks 2009	CAS 8279 905
Introduction to QuickBooks 2010 *NEW*	CAS 8291 905
QuickBooks for Contractors.....	CAS 8171 905
Performing Payroll in QuickBooks 2009	CAS 8280 905

Desktop Publishing and Imaging

Discover Digital Photography	CAS 8132 905
Design Projects for Adobe Illustrator CS	CAS 8192 905
Introduction to Photoshop CS4	CAS 8278 905
Photoshop CS for the Digital Photographer	CAS 8190 905
Photoshop Elem for the Digital Photographer.....	CAS 8226 905

Computer Troubleshooting and Networking

Introduction to PC Troubleshooting	CAS 8166 905
Introduction to Networking	CAS 8008 905
Intermediate Networking	CAS 8007 905
Wireless Networking	CAS 8159 905
Introduction to PC Security.....	CAS 8175 905
Advanced Security.....	CAS 8225 905

Language

Speed Spanish.....	FLI 8778 905
Speed Spanish II.....	FLI 8779 905
Speed Spanish III.....	FLI 8780 905

Accounting

Accounting Fundamentals	ACC 8107 905
Accounting Fundamentals II.....	ACC 8108 905

Personal Finance & Wealth Building, and Personal Enrichment

Debt Elimination Techniques.....	BAF 8272 905
Keys to Successful Money Management	CSP 8354 905
Real Estate Investing	SEF 8020 905
Real Estate Investing II.....	SEF 8140 905
Speed Reading.....	CSP 8355 905

Business Administration

Administrative Assistant Applications	OSC 8636 905
Administrative Assistant Fundamentals	OSC 8637 905
Building Teams That Work	MLS 8959 905
Creating A Successful Business Plan.....	MLS 8230 905
Interpersonal Communication	MLS 8809 905
Introduction to Business Analysis	MLS 8814 905
Successful Construction Business Management.....	MLS 8949 905

Courses for Teaching Professionals

Creating the Inclusive Classroom: Strategies for Success ..	EDU 8201 905
Easy Classroom Podcasting.....	EDU 8204 905
Empowering Students with Disabilities	EDU 8209 905
Guiding Kids on the Internet.....	CAS 8135 905
Integrating Technology in the Classroom.....	EDU 8205 905
PowerPoint in the Classroom.....	CAS 8164 905
Solving Classroom Discipline Problems.....	EDU 8206 905
Solving Classroom Discipline Problems II.....	EDU 8207 905
Survival Kit for New Teachers *NEW*	EDU 8208 905
The Classroom Computer	EDU 8203 905
The Creative Classroom.....	EDU 8210 905
Teaching Students With Autism: Strategies for Success ..	EDU 8200 905
Using the Internet in the Classroom	CAS 8165 905
Working Successfully With Learning Disabled Students .	EDU 8202 905