

Continuing Education Computer Training Recommended Course of Study

The courses below may be taken in any order, but basic computer skills are required for everything listed after Windows. Even if you have computer experience, you may find the PC Fundamentals or Windows classes informative. They both present not only basic operations, but also tips and shortcuts, which may have been overlooked if you are self-taught. Classes are taught in a welcoming and relaxed environment with up-to-date software and computer equipment.

Because all community college courses are supported by the State of North Carolina, they represent an unequalled value. There are no private sources for this caliber of education available for such affordable tuition.

Keyboarding - If you are proficient on a typewriter, this course may not be needed; otherwise, it will be beneficial.

PC Fundamentals - After gaining keyboarding skills, PC Fundamentals covers computer concepts and basic operating procedures.

Windows - If you are a novice or currently work on the Macintosh platform, this course will introduce you to the basics of the Windows environment common to most personal computers. It will also show you how to increase your comfort and efficiency with the personal computer.

Internet - If you have some personal computer skills, but want to know how the Internet works and how to get the most from it, this is the course for you.

MS Word - A basic word processing skill in the modern office, Microsoft Word is the most popular software for writing letters and reports. Because Microsoft has designed a consistent set of controls for their software products, once you understand and use Word, you will have gained skills useful in other popular software applications.

MS Excel - The second building block for the modern office is Microsoft Excel. You will build on the skills gained in Microsoft Word to work with numbers. Excel allows you to create formulas to track numeric and financial information.

MS PowerPoint - The most popular business presentation software provides a modern alternative to the old-fashioned slide show. This software is straightforward and easy to learn if you have experience with Word and Excel.

MS Access - The most commonly used database program allows the modern office or home user to collect and manipulate large or small amounts of information. Because Access is part of the Microsoft Office, many of the controls and procedures are similar to Word and Excel. This is a more complex program than the other components, such as Word, and should not be attempted without solid computer skills and experience with Word and Excel.

Continuing Education Computer Training Recommended Course of Study

Web Page Design - Use simple tools to create a presence on the Internet. This course teaches basic and intermediate skills needed to present information to your world or just to your friends and family. Word processing and basic computer skills are needed before this course is attempted. There is also a strong graphics component, but basic graphics skills will be taught as part of this course.

Visual Production for the Web - Specialized graphics are used for the Internet. This course is intended to be an extension of the Web Page Design course. If you have previous experience or training in Web Page Design or creation, this course will provide skills needed to invigorate and polish your web site. Sophisticated software will be introduced. This course requires intermediate to advanced computer skills.