

COMPUTER CLASSES—EVENING

Note: Students must attend the first class meeting to complete registration. If students miss the first class meeting, their place may be given to another student on the wait-list. No refunds after class begins.

**Classes meet 6:00-8:30 pm
unless noted otherwise**

Classes below qualify for Buy Back and Professional Development credit for Fairfield-Suisun Unified School District employees

KEYBOARDING

Using computer aided instructional software, you will increase your speed and accuracy. Learn proper 10-key and keyboarding techniques valuable for personal use and in the business world.

Marsh	Mon/Wed	FEE: \$20/Session	
9/13-10/13	5:30 – 7:00 pm	RM 11	0681111
10/18-11/17	5:30 – 7:00 pm	RM 11	0681113
1/10-2/14	5:30 – 7:00 pm	RM 11	0681115
2/16-3/23	5:30 – 7:00 pm	RM 11	0681117

KEYBOARDING TEST AND CERTIFICATION

Obtain a keyboarding certificate. Keyboarding test will be given Mondays & Wednesdays. Please arrive between 5:30 to 6:00 pm.

Register in RM 1 Fee: \$20* RM 11

*No fee for Keyboarding students

No test on 9/13, 10/18, 1/10, 1/17, 2/16, 2/21, 3/23

COMPUTER CONCEPTS, WINDOWS, INTERNET

Do computers intimidate you? Do you think that a mouse is a fuzzy little creature? Then this is the class for you! Learn basic computer concepts, explore the Internet, Windows operating system and utilize Windows accessories and programs. (4 wks)

Summers	FEE: \$50 + book	
9/13 -10/6	M/W AHS/H1	0680011
Ziomek		
1/10 – 2/7	M/W RM 13	0680013
Summers		
4/11 – 5/4	M/W AHS/H1	0680015

MICROSOFT WORD 2007

Learn the basics of entering, editing and enhancing text; explore features such as headers/footers, find/replace, as well as templates and wizards. Learn how to set up tables, page numbers, and insert graphics. This class is great for the beginner as well as those "self taught" to enhance their knowledge of the program. See RECOMMEND on this page. (5 wks)

Ziomek	FEE: \$50 + book	
10/7 – 11/4	Thurs RM 11	0680201
Summers		
1/20 – 2/17	Thurs AHS/H1	0680203
Ziomek		
4/14 – 5/12	Thurs RM 11	0680205

REGISTER EARLY TO AVOID CLASS CANCELLATION DUE TO LOW ENROLLMENT

MICROSOFT EXCEL

Create, edit and format spreadsheets, learn formulas and functions, create charts (Chart Wizard), and sort records. See RECOMMEND on this page. (5 wks)

Ziomek	FEE: \$50 + book	
9/14-10/12	Tues RM 11	0680311
1/13-2/10	Thurs RM 11	0680313
4/12-5/10	Tues RM 11	0680315

POWERPOINT

A must for all professionals and office support staff and just plain fun for everyone! Gain an understanding of this exciting program. Learn to create your own slides and add sound and graphics for an impressive presentation. See RECOMMEND on this page. (5 wks)

Ziomek	FEE: \$50 + book	
10/19-11/16	Tues RM 11	0680611
2/17-3/17	Thurs RM 11	0680613

PHOTOSHOP ELEMENTS

Use Photoshop Elements to enhance photographs and create effects with digital images. Basic computer knowledge required. (5 wks)

Summers	FEE: \$50 + book	
10/13-11/10	Wed AHS/H1	0680811
2/23-3/23	Wed AHS/H1	0680815

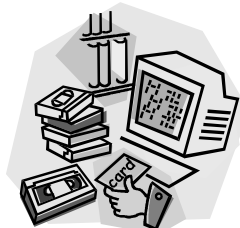
VIDEO PRODUCTION

Shooting and Editing Videos

Using computer software, combine photos, video clips, narration, and music. Learn helpful techniques to make the most of your video shoot. Basic computer knowledge required. (5 wks)

Jeffreys	FEE: \$50 + book	
10/7 -11/4	Thurs AHS/H1	0690111
2/24-3/24	Thurs AHS/H1	0690113

Visit www.AdultSchoolVideo.com



For Classes Indicated:
RECOMMEND: Basic touch typing skills, previous Windows experience or completion of Computer Concepts class

Register online for classes indicated by mouse icon
at www.FSAdultSchool.com
Credit cards accepted online only 