

Lamar State College-Orange
Continuing Education and Workforce Development
COMPUTER TECHNOLOGY

Introduction to Computers

ITSC 1002-01

This course is designed for the person who has very limited, if any, computer training. Learn the different computer components, how to effectively use the keyboard and the mouse, proper shutdown procedures, key terminology, etc.

Instructor: Cindy Wyles	Date: Oct. 20 or Nov. 10	Day: T	Time: 6:00-8:00 p.m.	Fee: \$35
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Beginning Computers for Senior Citizens (55+)

This course is designed for individuals who have never used a computer. Learn to turn on computer, navigate with a mouse, open programs, play games, surf the Internet, set up an e-mail account and send e-mail with attachments.

Instructor: Cindy Wyles	Date: Oct. 14	Day: W	Time: 9:00-11:00 a.m.	Fee: Free
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Microsoft Access Intermediate

ITSC 1002-16

Students will learn how to design and structure a relational database including how to format and link tables. Students will be introduced to all objects in a database including: Forms, Queries and Reports. Students will create and modify tables; navigate, enter and edit records existing in tables. Students will design data entry forms; modify and edit records using forms. Students will create and modify queries and reports. Prerequisite: Basic knowledge of computers.

Instructor: Mary Helm	Date: Oct. 6, 8, 13 & 15	Day: T/R	Time: 5:00-7:00 p.m.	Fee: \$65
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Microsoft Excel 2007 Basics

ITSC 1002-06

Microsoft Excel is the standard spreadsheet program for today's working world. Learn important program terms, formatting features, and mathematical functions. By the end of class, you will possess the skills to build, manage, save, retrieve, format, chart, and print worksheets. Develop a basic understanding of concepts that help design spreadsheets for numerical reporting, budgeting, and forecasting. **Students will need a storage device, such as a jump drive.**

Instructor: Staff	Date: Nov. 10&12	Day: T/R	Time: 6:00-8:00 p.m.	Fee: \$45
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Microsoft Word 2007 Basics

ITSC 1002-03

A must for computer users looking to update skills for the modern workplace. Create, edit, and print documents such as letters or reports using the newest version of this popular word processing program. Participants will learn important terms, editing functions, formatting, and special text options. The course also covers spell checking, underlining, bolding, centering, copying and pasting text, and printing. Students should have a working knowledge of Windows, including saving and moving files. **Students will need a storage device, such as a jump drive.**

Instructor: Staff	Date: Nov. 3 & 5	Day: T/R	Time: 6:00-8:00 p.m.	Fee: \$45
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