Computer Education

Which Computer Class Should I Select?
This quiz will help you in deciding which computer classes are most appropriate for you.

Beginners Courses

**ABCs of the Computer:** Designed and recommended for the new computer user. Learn the computer basics including: proper shut down of the computer; mouse use; use of the keyboard, icons, windows, and menus; how to name, save and revise a document; control panel tools; hardware and software vocabulary, basics of file management, how to use some of the system tools; and how to install and remove hardware and software. There’s no need to feel threatened or left behind when it comes to computer skills. This interactive course will provide you with the foundation skills that will allow you to learn and grow. (36 hrs., 3.6 CEUs)

- Macon Center · MWF · 9/7-10/3 · 1-4P · $60+5 TF
- Macon Center · MWF · 10/5-10/31 · 5:30-8:30P · $60+5 TF
- Cashiers Center · M-F · 9/12-9/27 · 1-4P · $60+5 TF
- Cashiers Center · TTh · 11/2-12/13 · 6-9P · $60+5 TF

**An Introduction to Computer Applications:** Prerequisite: basic computer skills and a typing speed of at least 20 words per minute. Once you have the foundation skills of the computer, you are ready to explore and put that computer to work. In this interactive course you will learn the basics of internet, e-mail, word processing, spreadsheets, and photo editing. (36 hrs., 3.6 CEUs)

- Macon Center · TTh · 9/6-10/13 · 1-4P · $60+5 TF

**Keyboarding:** Prerequisite: basic computer skills. We recommend that you take our on-line course in keyboarding. Visit www.ed2go.com/scc. This will allow you to complete the course at your leisure and give you those keyboarding skills necessary to learn more about the computer without struggling to find the “D” key. (24 hrs., 2.4 CEUs)

**Windows XP:** Whether you’re new to Windows or an experienced PC aficionado, there’s a lot to learn in the all-new Windows XP. This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music; create shortcuts; customize the interface; and take full advantage of the Internet. (24 hrs., 2.4 CEUs)

- Macon Center · TTh · 10/18-11/10 · 1-4P · $55+$5 TF
- Cashiers Center · TTh · 11/1-11/29 · 2-5P · $55+5 TF

Computerized Accounting

**Quick Books:** Learn how QuickBooks makes it easy to set up a chart
Call your nearest SCC Center to pre-register for classes

Call your nearest SCC Center to pre-register for classes

Jackson Campus
586.4091, ext. 426

Toll Free
800.447.4091
or
800.968.4091, ext. 426

Franklin 369.7233

Cherokee 497.7233

Bryson City 488.6413

Cashiers 586.4091, ext. 497

of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payable, inventory, and receivables; create estimates; and generate reports. (36 hrs., 3.6 CEUs)

- Macon Center · MWF · 8/15-9/2 · 5:15-9:15P · $60+$5 TF
- Macon Center · Sa · 10/1-10/29 · 9A-4P · $60+$5 TF
- Cashiers Center · M-F · 9/12-9/27 · 9A-12N · $60+$5 TF

Computer Graphics

Cameras & Scanners: Learn how to download, save, edit, e-mail and put to use photographs from digital cameras in this interactive course that will utilize Photoshop Elements. Bring your camera to class; or if you don’t have one, get assistance in buying one. (24 hrs., 2.4 CEUs)

- Macon Center · MWF · 10/10-10/28 · 1-4P · $55 + $5 TF

Basic Digital Photography: Learn how to download, save, edit, e-mail and put to use photographs from digital cameras in this interactive course. Bring your camera to class, or if you don’t have one, get assistance in buying one. (24 hrs., 2.4 CEUs)

- Cashiers Center · TTh · 11/1-11/17 · 9A-1P · $55+$5 TF

Brochures and Flyers: Prerequisite: basic computer skills, typing speed of at least 20 words per minute and knowledge of word processing. A large part of the fun of a computer is in designing graphic documents. In this course you will be exposed to a variety of software to use in designing brochures, flyers, newsletters, calendars, business cards, letterheads and signs. You will learn basic design theories

- Cashiers Center · MWF · 11/2-11/21 · 2-5P · $60+$5 TF

Frontpage: This course teaches the essentials of one of the most powerful tools for building websites without HTML. You will learn the principles of site design and navigational structures and how to manipulate text, graphics and buttons. You will discover the secrets to organizing your pages professionally with tables, how to choose a web presence provider, how to publish your site on the web, how to attract visitors to your site and more. Good mouse and window skills required. (36 hrs.)

- Cashiers Center · MWF · 11/2-11/21 · 9A-1P · $60+$5 TF

Word Processing

MS Word: Designed for the computer literate to intermediate level computer user, this course will provide a variety of word processing skills using Word2000. Students will learn how to format, insert objects, use tables, mail merges and run a spell and grammar check along with word count. (36 hrs., 3.6 CEUs)

- Macon Center · MWF · 9/7-10/3 · 5:30-8:30P · $60+$5 TF

Internet

Ebay: Buying and Selling: Prerequisite: basic computer skills, Internet access and e-mail account. Become part of the global market of E-bay, an on-line auction for pros and amateurs alike. Whether you’re a collector, a bargain hunter or looking for a part-time business to run out of your home, E-Bay may be the answer.

- Macon Center · MWF · 11/2-11/28 · 5:30-8:30P · $55+$5 TF
Spreadsheets

**Excel:** Excel is a spreadsheet application that is a part of the MS Office Suite. This course covers the basics of the computer spreadsheet environment. Topics include creating and organizing data spreadsheets, entering data, creating formulas, data analysis using Excel’s “ Wizards”, and creating and customizing charts using data that has been generated during the session. (36 hrs., 3.6 CEUs)

- Macon Center · MWF · 10/31-11/30 · 1-4P · $60 + $5 TF

On-line Computer Courses

**On-Line General Computer Courses**

**Registration and Information:** If you are a highly motivated learner with a busy schedule, taking a class over the Internet offers an opportunity to gain skills without the structure of the traditional classroom. **These courses are all six week courses** and enable you to earn CEUs (based on your final exam).

**Start Dates:** A new section of every course in this schedule will begin on the following dates: **9/21, 10/19, 11/09**. To review the course description and outlines, and to register for these classes, visit [www.ed2go.com/scc](http://www.ed2go.com/scc). For additional information, e-mail msutton@southwest.cc.nc.us

How to Get Started:
2. Click the **Orientation** link and follow the instructions to enroll and pay for your course. During orientation, choose the name and password to access your course. **After orientation you will be sent a registration form via email. Print out, sign and return by mail to Southwestern Community College, 23 Macon Avenue, Franklin, NC 28734 or fax (828) 349.9692 with payment at least three days before class starts.**

All courses that have an * are Self-Supporting classes.

**TF = Technology Fee**

**The Internet**

- Achieving Top Search Engine Positions $55 + $5 TF
- Introduction to Microsoft Outlook 2002 $55 + $5 TF
- Introduction to the Internet $55 + $5 TF
- Introduction to PC Security $55 + $5 TF
- Learn to Buy and Sell on eBay $55 + $5 TF
- Introduction to Microsoft Outlook 2003 $55 + $5 TF
- Introduction to Microsoft Outlook $55 + $5 TF

**Web Page Design**

- Achieving Top Search Engine Positions $55 + $5 TF
- Creating Cascading Style Sheets $55 + $5 TF
- Creating Web Pages $55 + $5 TF
- Designing Effective Websites $55 + $5 TF
- Equal Access Through Style Sheets $55 + $5 TF
- FrontPage 2000 $55 + $5 TF
- FrontPage 2002 $55 + $5 TF
- FrontPage 2003 $55 + $5 TF
- Introduction to Dreamweaver MX $55 + $5 TF
- Introduction to Dreamweaver MX 2004 $55 + $5 TF
### Web Graphics and Multimedia
- Creating Web Graphics with Paint Shop Pro 8: $55 + $5 TF
- Drawing for the Absolute Beginner: $55 + $5 TF
- Introduction to Flash MX: $55 + $5 TF
- Imaging for the Web Using Fireworks MX: $55 + $5 TF
- Introduction to Macromedia Director MX 2004: $55 + $5 TF
- Imaging for the Web Using Fireworks MX 2004: $55 + $5 TF

### Web Programming
- CGI Programming: $55 + $5 TF
- Creating Cascading Style Sheets: $55 + $5 TF
- Intermediate Java 2 Programming: $55 + $5 TF
- Introduction to Java 2 Programming: $55 + $5 TF
- Introduction to JSP Programming: $55 + $5 TF
- Introduction to XML: $55 + $5 TF
- Java for the Absolute Beginner: $55 + $5 TF
- JavaScript Programming: $55 + $5 TF

### Basic Computer Literacy
- 101 Tips and Tricks for the iMac and Macintosh: $55 + $5 TF
- Computer Skills for the Workplace: $55 + $5 TF
- Introduction to Windows XP: $55 + $5 TF
- Keyboarding: $55 + $5 TF
- Windows File & Disk Management: $55 + $5 TF
- Working With Your Macintosh: $55 + $5 TF
- Introduction to the Internet: $55 + $5 TF

### Computer Applications
- Introduction to Microsoft Word 2003: $55 + $5 TF
- Introduction to Microsoft Word 2000: $55 + $5 TF
- Intermediate Microsoft Word 2003: $55 + $5 TF
- Intermediate Microsoft Word 2000: $55 + $5 TF
- Advanced Microsoft Word 2003: $55 + $5 TF
- Advanced Microsoft Word 2000: $55 + $5 TF
- Introduction to Microsoft Excel 2003: $55 + $5 TF
- Introduction to Microsoft Excel 2000: $55 + $5 TF
- Intermediate Microsoft Excel 2003: $55 + $5 TF
- Intermediate Microsoft Excel 2000: $55 + $5 TF
- Introduction to Microsoft Access 2003: $55 + $5 TF
- Introduction to Microsoft Access 2000: $55 + $5 TF
- Intermediate Microsoft Access 2003: $55 + $5 TF
- Intermediate Microsoft Access 2000: $55 + $5 TF
- Introduction to Microsoft Publisher 2002: $55 + $5 TF
- Introduction to Microsoft Publisher 2003: $55 + $5 TF
- Introduction to Microsoft PowerPoint 2002: $55 + $5 TF
- Introduction to Microsoft PowerPoint 2003: $55 + $5 TF
- Intermediate Microsoft PowerPoint 2002: $55 + $5 TF
- Intermediate Microsoft PowerPoint 2000: $55 + $5 TF
- Introduction to Microsoft Project 2003: $55 + $5 TF
- Introduction to Microsoft Project 2002: $55 + $5 TF
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<tr>
<th>Course Title</th>
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<tr>
<td>Introduction to Microsoft Publisher 2000</td>
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<td>Introduction to Crystal Reports 10</td>
<td>$55 + $5 TF</td>
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<td>Using AppleWorks 6</td>
<td>$55 + $5 TF</td>
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<td>Introduction to QuickBooks 2005</td>
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<td>Introduction QuickBooks 2003</td>
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<td>QuickBooks for Contractors</td>
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<td>Performing Payroll in QuickBooks</td>
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<td>Introduction to Quicken 2005</td>
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**Desktop Publishing & Imaging**

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<td>Design Projects for Adobe Illustrator CS</td>
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<tr>
<td>Design Projects for Adobe Illustrator 10</td>
<td>$55 + $5 TF</td>
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<td>Intermediate Photoshop 7</td>
<td>$55 + $5 TF</td>
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<td>Intermediate Photoshop CS</td>
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<td>Photoshop Elements Projects</td>
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<td>Introduction to Photoshop CS</td>
<td>$55 + $5 TF</td>
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<td>Introduction to Microsoft Project 2003</td>
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<td>Introduction to Photoshop 7</td>
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<td>Introduction to PrintShop Deluxe</td>
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<td>Introduction to QuarkXPress 5.0 for Windows</td>
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<td>Photoshop 7 for the Absolute Beginner</td>
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**Computer Troubleshooting & Networking**

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<tr>
<td>Introduction to PC Security</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Creating a Home or Small Office Network</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Intermediate Networking</td>
<td>$55 + $5 TF</td>
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<td>Introduction to Networking</td>
<td>$55 + $5 TF</td>
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<td>Introduction to PC Troubleshooting</td>
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<td>Wireless Networking</td>
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**Computer Programming & Database Management**

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<th>Course Title</th>
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<tr>
<td>C++ for the Absolute Beginner</td>
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<tr>
<td>C# Programming the Absolute Beginner</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Computer Graphics Programming with Open GL</td>
<td>$55 + $5 TF</td>
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<td>Creating User Requirements Documents</td>
<td>$55 + $5 TF</td>
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<td>Intermediate Oracle</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Introduction to Database Development</td>
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<td>Introduction to Oracle</td>
<td>$55 + $5 TF</td>
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<td>Introduction to Perl Programming</td>
<td>$55 + $5 TF</td>
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<td>Introduction to SQL</td>
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<td>Introduction to Sybase</td>
<td>$55 + $5 TF</td>
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<td>Introduction to the Computer Game Industry</td>
<td>$55 + $5 TF</td>
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<td>Introduction to VBA</td>
<td>$55 + $5 TF</td>
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<td>Introduction to Visual Basic .NET</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Managing Technical Professionals</td>
<td>$55 + $5 TF</td>
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<td>Project Management @ e-Speed</td>
<td>$55 + $5 TF</td>
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<tr>
<td>Visual Basic 6.0-Introduction</td>
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Introduction to Crystal Reports 10  $55 + $5 TF
Introduction to Microsoft Access 2003  $55 + $5 TF
Intermediate Microsoft Access 2003  $55 + $5 TF

**Certification Prep**
- Advanced A+ Certification: Hardware/OS II  $119*
- Basic A+ Certification: Hardware I  $119*
- Intermediate A+ Certification: Operating Systems  $119*
- Microsoft Windows Certification Prep: Exam 70-201  $119*
- Network+ Certification Prep  $119*
- PMP Certification Prep I  $119*
- PMP Certification Prep II  $119*

**Digital Photography & Digital Video**
- Digital Photography OUTPUT!  $55 + $5 TF
- Discover Digital Photography  $55 + $5 TF
- Mastering Digital Photography: Photographing People  $55 + $5 TF
- Photoshop Elements 3.0 for the Digital Photographer  $55 + $5 TF
- Photoshop Elements 2.0 for the Digital Photographer  $55 + $5 TF
- Photoshop Elements Projects  $55 + $5 TF
- Secrets of Better Photography  $55 + $5 TF
- Introduction to Photoshop CS  $55 + $5 TF

See also:
- Center for Business & Industry
- Fire & Rescue Training
- Healthcare Professions
- Law Enforcement
- Personal Development
- Personal Enrichment
- Professional Licensure & Certification

experience excellence