

Computer Classes

ITSC 1022. Introduction to Computers (12 hours/\$109) 1.2 CEUs.

Build your computer skills on a solid foundation! This is a BASIC class for persons who have little to no familiarity with computers. Students will be introduced to the components of a typical computer system, including both the hardware and the Windows operating system. File and desktop management, which are important to effective computer usage, will be explored. Students will also learn how to access the Internet and will be introduced to the various MS Office products.

Johnson County Campus	Tech 604 6PM TO 9PM	1/13/20-1/17/20 Mon. Tue. Thur. Fri.
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ITSW 1022. Excel Level I (12 hours/\$109) 1.2 CEU's

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing.

Johnson County Campus	Tech 604 6PM TO 9PM	1/21/20-1/30/20 Tues. Thurs.
Hill County Campus	Science Building Rm 212 6PM TO 9PM	3/24/20-4/02/20 Tues. Thurs.

ITSW 2029. Excel Level II (12 hours/\$109) 1.2 CEU's

Techniques for customizing the spreadsheet environment by analyzing workbook data and creating worksheets and charts.

Johnson County Campus	Tech 604 6PM TO 9PM	2/18/20-2/27/20 Tues. Thurs
Hill County Campus	Science Building Rm 212 6PM TO 9PM	4/7/20-4/16/20 Tues. Thurs.

POFI 1024. Word Level I (12 hours/\$109) 1.2 CEU's

Introduction to word processing terminology, editing functions, formatting, and special text options.

Johnson County Campus	Tech 604	10/15/19-10/24/19-- CANCELED
	6PM TO 9PM	Tues. Thurs.
Johnson County Campus	Tech 604	2/04/20-2/13/20
	6PM TO 9PM	Tues. Thurs
Hill County Campus	Science Building Rm 212	4/21/20-4/30/20
	6PM TO 9PM	Tues. Thurs.

POFI 1042. Word Level II (12 hours/\$109) 1.2 CEU's

Word processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup.

Johnson County Campus	Tech 604	10/29/19-11/07/19
	6PM TO 9PM	Tues. Thurs.
Johnson County Campus	Tech 604	3/03/20-3/12/20
	6PM TO 9PM	Tues. Thurs
Hill County Campus	Science Building Rm 212	5/05/20-5/14/20
	6PM TO 9PM	Tues. Thurs.

Continuing Education Office

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