MORAINE PARK TECHNICAL COLLEGE

Noncredit Computer

103-448   Microsoft Excel Level 1 Professional Series
6 Hrs. - $139.00   (62 & over $119.45)
Covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. Topics introduced include the Ribbon interface: entering & editing data; selecting cells & ranges; printing worksheets; creating formulas & functions, formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel.

| 20723 | JAC | W | 06:00P-08:55P | Radke | 10/11-10/18 |

103-491   Computer Basics for Beginners 4
9 Hrs. - $37.34   (62 & over $4.75)
Explore in-depth concepts of computer software and hardware. This advanced computer basics course builds upon the knowledge and application technique skills learned in Computer Basics for Beginners 1, 2 & 3. Students are required to bring a jump drive to class.

20948	FDC	MW	09:00A-11:55A	Dye	10/11-10/18
20727	WBC	MR	08:30A-11:25A	Tess	10/12-10/19
20784	BDC	R	09:00A-11:55A	Brueggemann	11/02-11/16

103-657   Internet Security and Your Computer
3 Hrs. - $26.20   (62 & over $20.80)
Protect your computer, your data and your online accounts from hackers. Explore various types of malware threats and the use of protection software. Learn to schedule regular computer system maintenance and keep your computer clean & free from risks and threats.

| 20817 | FDC | T | 01:00P-03:55P | Schmitz | 10/17-10/17 |
| 20786 | WBC | W | 08:30A-11:25A | Tess | 11/15-11/15 |

103-696   Apple Smartphone Basics
3 Hrs. - $26.20   (62 & over $20.80)
Get more out of your Apple iPhone. Learn how to adjust settings, increase battery life, and use your mobile data efficiently. Learn how to use iTunes and the Apps Store to download movies, books, and more. Bring your charged iPhone to class.

| 20872 | WBC | W | 05:30P-08:25P | Ferrer-Herrera | 10/18-10/18 |

103-613   Apple iPad Basics II
3 Hrs. - $26.20   (62 & over $20.80)
Boost the usage of your iPad by expanding on the information you learned in the Apple iPad Basics course. This class is a continuation of the first course and will take you deeper into the iPad while reinforcing the things you have had a chance to practice. Bring your iPad to class. Please bring your log-in information and passwords to class.

| 20749 | BDC | W | 09:00A-11:55A | Stadler | 10/18-10/18 |

103-455   **Intermediate Excel - 9 Hours Silver**   9 Hrs. - $37.09 (62 & over $4.50)

Explores intermediate features of Microsoft Excel. Provides hands-on experience in using Excel & building & designing worksheet solutions. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use.

20750   JAC   TR   08:30A-11:25A   Lieven   10/19-10/26

103-449   **Microsoft Excel Level 2 Professional Series**   6 Hrs. - $139.00 (62 & over $119.45)

Covers more complex skills than those presented in Level 1 course, but with the same proven instructional design. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel. Materials included.

20724   JAC   W   06:00P-08:55P   Radke   10/25-11/01

103-405   **Microsoft Word Specialist Series - Level 1**   6 Hrs. - $139.00 (62 & over $119.45)

This course provides introductory training for Microsoft Word. This course is ideal for newer computer users who want to become well versed in Word. Beginning level skills include: ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing the course students can successfully face the challenges presented in Microsoft Word Specialist Series - Level 2. Materials included.

20831   WBC   T   05:30P-08:25P   Albrecht   10/31-11/07

103-404   **Complete Microsoft Word Specialist Series**   18 Hrs. - $379.00 (62 & over $320.34)

Students will quickly grasp the features and functionality of Microsoft Word applications in 6 hours at each level. The series includes Level 1, 2, and 3. Features include: instructor led learning environment, spiral bound textbook, and student resources included in each level. Step by step skills based approach ensures that students master subject and achieve success quickly. Real world focus helps students develop practical skills that they can apply immediately. Materials included.

20830   WBC   T   05:30P-08:25P   Albrecht   10/31-12/05

103-649   **Introduction to Home Networking**   4 Hrs. - $26.20 (62 & over $20.80)

This introductory course explores the benefits of a basic home network. This class is ideal for those wanting to set up a home network and is taught with the novice computer user in mind. Topics covered will include components necessary to build a home network, important terminology to know, resource sharing configuration, security essentials and basic network troubleshooting. Gain practical experience during our lab sessions that you can take home and use to set up your own small home network.

20782   FDC   W   05:30P-09:25P   Loomans   11/01-11/01

103-462   **Microsoft Powerpoint - 9 Hours Silver**   9 Hrs. - $37.34 (62 & over $4.75)

Explores terminology related to presentation software. Develops skills used in creating presentations. Introduces graphics and color in presentation design. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use. Textbook optional.

20950   FDC   W   09:00A-11:55A   Hass   11/01-11/15

103-647   **Cloud Computing Basics**   3 Hrs. - $26.20 (62 & over $20.80)

Confused by the Cloud? You are not alone. We'll cover key points about cloud computing to help you reap its benefits and get you into the 21st century. This class is hands on and meets in a computer lab.

20783   WBC   R   05:30P-08:25P   Kasten   11/02-11/02

103-697   **Android Tablet Basics**   3 Hrs. - $26.20 (62 & over $20.80)

Explore the basic functions of the Android tablet. Become familiar with the controls, settings and downloading app features of your Android tablet. Bring a fully charged Android tablet to class. Please bring your log-in information and passwords to class.

21025   BDC   R   05:30P-08:25P   Kraft   11/02-11/02

103-689   **iPad Refresher**   3 Hrs. - $26.20 (62 & over $20.80)

Have you already taken Apple iPad I and Apple iPad II and you would like a refresher? This workshop is a great way to review and discover helpful tips and tricks for your iPad. Discover the many incredible things it can do. Please bring your log-in information & passwords to class.

20787   BDC   S   09:00A-11:55A   Stadler   11/04-11/04

103-660   **Windows 10 Overview Demo**   2.5 Hrs. - $26.20 (62 & over $20.80)

Windows 10 combines the strengths of Windows 8 & Windows 7. It is easy to use, with lots of similarities to Windows 7 including the Start menu. It has more built-in security to help keep you safe & is designed to work with software/hardware you already have. Demo only class.

20827   FDC   S   09:00A-11:25A   McFadden   11/04-11/04

Many more classes available!
Search our offerings at http://www.morainepark.edu/programs-and-courses/class-schedule/.
Interested in **Computer Basics Classes**? Search Keyword *Computer Basics.*