



For the home

- Gain the computer skills you need to be able to use email and the internet
- Learn how to keep your computer in good working order
- Find out how to organize your files on your home or office computer

Macomb CCE is now offering all of these classes, see page 24 for complete details.

For the office

Gain or increase computer skills for the workplace. Macomb CCE offers 3 levels of job skills certificates for you to choose from.

Basic Computer Skills Certificate

Begin here if you are a novice computer user and are seeking computer job skills. Receive your Macomb CCE certificate after completing Introduction to Computers and Microsoft Office 2007.

Basic Workplace Computing Certificate

For learners who are seeking a solid basic understanding of Word, Excel and Powerpoint. Receive your Macomb CCE certificate after completing Word Level 1, Excel Level 1 and Powerpoint Level 1.

Intermediate Workplace Computing Certificate

For learners who are seeking intermediate skills in Word, Excel and Powerpoint. Receive your Macomb CCE certificate after completing Word Level 2, Excel Level 2 and Powerpoint Level 2.

Classes may be taken individually or as part of the certificate program.

Bring a USB Drive to the first session of any software class

Basic Computer Skills Certificate

Introduction to Computers

CSFT-8001B

Ideal for beginners seeking computer job skills. Learn basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Type letters and use AutoCorrect and Copy & Paste. Learn to browse for, open, move and copy, and delete and restore files. Browse the web with Internet Explorer. Perform searches, interpret a list of keyword search hits, narrow searches, and open multiple browser windows. Create and manage favorites. Send and receive email messages, work with attachments, create folders to store messages, and more. Textbook required--see page 51. (4 sessions)

69446 TTH 9/1-9/10 6-9 PM \$109 CTR H218 M. Zdybel
 69447 WF 9/16-9/25 6-9 PM \$109 CTR H218 M. Zdybel
 69448 TTH 11/10-11/19 6-9 PM \$109 MTC 137 D. Haslett

MS Office 2007

CSFT-8025C

Prerequisite: Introduction to Computers or the equivalent

Learn basic skills in Word, Excel, Access, & PowerPoint. Explore spreadsheet basics in Excel. Enter & edit data, construct simple formulas and depict data using column & pie charts. Create a database in Access that tracks information. Use PowerPoint to create a presentation. Text required--see page 51. (6 sessions)

69453 WF 9/30-10/16 6-9 PM \$169 CTR H218 E. Schmidt
 69454 TTH 12/1-12/17 6 PM-9 PM \$169 MTC 137 E. Schmidt

Call 586.498.4000 or email Continuinged@macomb.edu after completing all required classes to request your Macomb CCE program certificate.

Basic Workplace Computing Certificate

Word 2007 Level 1 CSFT-8051

Prerequisite: Introduction to Computers or the equivalent.

Review the new 2007 Ribbon interface. Create and enhance business letters, memoranda, reports, and press releases using Word's spelling & grammar checkers, AutoCorrect, Format Painter, and drag & drop. Work with mail merge. Text required--see page 51. (4 sessions)

69462 TTH9/29-10/86-9 PM\$109 MTC 137 E. Schmidt
69463 MWF10/5-10/126-9 PM\$109 SOU C321 N. Dloski
69464 WF10/21-10/306-9 PM\$109 CTR H218 E. Schmidt

Excel 2007 Level 1 CSFT-8049

Prerequisite: Introduction to Computers or the equivalent

Learn Excel 2007 basic skills. Review the new Office Ribbon interface. Enter and edit data, select cells and ranges, print worksheets, create formulas and functions, create and modify charts, and format cell contents. Textbook required--see page 51. (4 sessions)

69459 TTH10/13-10/226-9 PM\$109 MTC 137 M. Zdybel
69460 MWF10/14-10/216-9 PM\$109 SOU C321 N. Dloski
69461 WF11/4-11/136-9 PM\$109 CTR H218 E. Schmidt

Powerpoint 2007 Level 1 CSFT-8053

Prerequisite: Introduction to Computers or the equivalent

Learn the basics and review the new Ribbon interface. Create your own slide show, add slides, and create bulleted lists to deliver a presentation. Work with design concepts, copying text and objects, setting character spacing, rearranging slides, and more. Work with clip art, animation, and sound to give your presentations more punch and excitement. Place an Excel workbook into a PowerPoint presentation. Textbook required--see page 51. (3 sessions)

69455 MWF10/23-10/286-9 PM\$99 SOU C321 N. Dloski
69456 TTH10/27-11/36-9 PM\$99 MTC 136 M. Zdybel
69457 WF11/18-11/256-9 PM\$99 CTR H218 E. Schmidt

Intermediate Workplace Computing Certificate

Word 2007 Level 2 CSFT-8052

Prerequisite: Word 2007 Level 1 or the equivalent

Learn Intermediate Word 2007 skills: Create, sort, format, merge, and perform calculations in tables. Work with section breaks, columns, WordArt, clip art, and themes. Create custom Building Blocks and a promotional brochure. Practice setting page orientation and size, working with shapes, picture editing, inserting and formatting SmartArt, and formatting the page background. Create a research paper that includes footnotes and endnotes, headers and footers, and captions and a table of figures. Use Word's built-in templates and create your own template. Textbook required - see page 51. (4 sessions)

69472 WF10/14-10/236-9 PM\$109 MTC 137 D. Haslett
69473 MWF11/9-11/166-9 PM\$109 SOU C321 N. Dloski

Excel 2007 Level 2 CSFT-8050

Prerequisite: Excel 2007 Level 1 or the equivalent

Learn intermediate skills in Excel 2007. Sort worksheet rows, freeze headings, and split worksheet windows. Set print options, insert art, draw, move, size, rotate, and add styles; and create SmartArt. Use Office templates and create custom templates. Lock and unlock cells, apply worksheet protection, set a password, and attach a digital signature. Copy and move worksheets, copy formatting between worksheets, and use linked formulas. Create hyperlinks to areas within the workbook and to other documents. Create and format tables, add calculation formulas, and sort and filter table data. Hide detail data using the outline and grouping commands. Textbook required - see page 51. (4 sessions)

69470 WF10/28-11/66-9 PM\$109 MTC 137 D. Haslett
69471 MWF11/18-11/256-9 PM\$109 SOU C321 N. Dloski

Powerpoint 2007 Level 2 CSFT-8054

Prerequisite: Powerpoint 2007 Lev 1 or the equivalent

Build on basic skills by learning how to enhance your presentations. Check spelling, add speaker note, and slide headers and footers. Insert multimedia content, including audio and video, and configure your presentation to run automatically. Use tables and customize PowerPoint's built-in document themes and color schemes. Important topics include adding and printing speaker notes, inserting multimedia, defining rehearsed timings, working with tables, and customizing document themes. Textbook required - see page 51. (3 sessions)

69468 WF11/11-11/186-9 PM\$99 MTC 137 D. Haslett
69469 MWF11/30-12/46-9 PM\$99 SOU C321 D. Haslett

Bring a USB Drive to the first session of any software class

Accounting Software

Quickbooks Pro Version 2008

CSFT-8031B

Learn the software that helps small and medium sized businesses keep their books easily and accurately. Begin with overview and basic file management principles. Learn skills to effectively deal with customers, vendors, and banking transactions. Create your own company file. Using QuickBooks intermediate skills, learn how QuickBooks helps you deal with physical inventory and sales tax. Run payroll and deal effectively with asset, liability, and equity accounts. Work with class, estimate, and time tracking features. Customize reports, create custom templates, and cover the "behind the scenes" details of managing financial data. Textbook required - see page 51. (7 sessions)

69479MWF.....9/14-9/286-9 PM.....\$295 CTR H210..... E. Schmidt

For the Home

How to Use Your Computer

CSFT-8047

Ideal for beginners seeking to learn personal computer skills for your home computer. Learn basic computer tasks using Windows, typing with a word processor, navigating the web, and working with email. Type letters and use AutoCorrect and Copy & Paste. Learn to browse for, open, move and copy, and delete and restore files. Browse the web with Internet Explorer. Perform searches, interpret a list of keyword search hits, narrow searches, and open multiple browser windows. Create and manage favorites. Send and receive email messages, work with attachments, create folders to store messages, and more. Textbook required - see page 51. (5 sessions)

69474MWF.....9/21-9/309 AM-12 PM\$119 ASM-CUL N. Dloski

69475S.....9/26-10/249 AM-12 PM\$119 MTC 136 D. Haslett

PC Security & Maintenance

CSFT-8048

Prerequisite: Introduction to Computers or the equivalent

Learn the fundamentals of maintenance and security issues for Win XP and Win Vista users. Learn how user accounts establish security, how to create strong passwords, the best way to leave the computer, how to install/uninstall hardware and software safely, and how to keep Windows up to date. Receive simple instructions for keeping a hard drive clean, managing files, and creating backups, also what to do and not to do in the event of a system failure. Learn how to prevent hacking attempts and viruses, and to protect your identity by using firewalls, antispyware, and antivirus software. Covers email security, how to minimize spam, and manage temporary Internet files and cookies. Textbook required - see page 51. (4 sessions)

69477S.....10/31-11/219 AM-12 PM\$109 MTC 136 E. Schmidt

69478WF.....12/2-12/116-9 PM.....\$109 CTR H218 M. Zdybel

File and Folder Management

CSFT-8010

Prerequisite: Introduction to Computers or the equivalent

Explore file management in Windows Vista. Learn how files, folders, and drives are organized on the computer and work with search tools. Organize files in folders & subfolders. Move and delete files & folders. Make copies of your files and save them to portable storage devices. Textbook required - see page 51. (3 sessions)

69476MWF.....12/7-12/116-9 PM.....\$99 CTR H210..... E. Schmidt

EDUCATORS

Substitute Teacher Workshop

EDUC-8001A

Examine state laws and local district qualification requirements governing K-12 substitute teachers. Classroom management, instructional planning and strategies to promote learning will be specifically addressed, enabling you to have a successful day in the classroom. Text required - see page 51. (3 sessions)

69405MTW.....9/14-9/169:30 AM-1:30 PM\$129 CTR H210 S. Van Almen

**Earn your State
Board CEUs
online
at Macomb
(see next page)**

