

COMPUTER TRAINING

See table for dates, times, location.

Reach us at
computer.training@niacc.edu

Daytime Classes

Access

Use Microsoft's powerful database to store, locate and print just about any type of important information. You will learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels and macros.

Excel I

Excel is the most popular spreadsheet program on the market today. Excel makes seemingly difficult math formulas a breeze! You'll learn to enter data, create charts and graphs, use your own formulas plus use the built-in function wizard. Instructor: Mason

Excel II

Are you using Excel to it's fullest potential? Join this class to learn how AutoFilter can help you to sort large amounts of data, create "what if" functions, change graphs and look up pertinent information quickly. Instructor: Brunsvold
Tu Dec 8, 9am-4pm
\$75 MH 105 NIACC #67050

Word I

Learn to use Word and make better looking documents. This class will allow you to utilize features such as page numbering, tables, setting up columns and tabs, bullet points and many more effective appearances!

Word II

Save time and energy by creating form letters and mailing lists in Word. Learn to set up columns, tables, insert and reposition graphic images, use drawing items and insert borders to make brochures, newsletters and more.

Word & Excel

In this course the student will examine all the components of the popular Microsoft Office suite. Included are: Operating System, Word, Excel, PowerPoint, and Access. Instructor: Brunsvold

Evening Classes

Computer Information Without Overload

This class will demonstrate working with the Windows operating system. It will cover using the menus and creating files and folders. Also, you will learn about loading software, creating backups, using the Internet and the sending and receiving of email.

Instructor: Dralle

Digital Photography

Digital Photography is the most popular form of photography today. This class will focus on the technology and photography principals to create great pictures. Attendees will have the opportunity to manipulate their digital images using the PC.

eBay

eBay is the world's largest online marketplace in selling interactively on the internet. We will look at the qualities of a good eBay listing and learn how to get more people to notice your sales.

eBay Pro

eBay is the world's largest online marketplace. In selling interactively on the internet using eBay. We will look at the qualities of a good eBay listing and learn how to get more people to notice your sales. We will create a listing for one of your items and follow it through the typical one week sales process. Pre-requisites include: student needs to be an eBay member with sellers account and a PayPal member.

I recently took three classes in computers. I learned a lot in a short time. I was basically a novice with computers and I was pleasantly surprised how fast I picked up on computer use. I have a web site entitled "Spiritual Report Card.com" so I need to learn how to use a computer. I'm 65 years old so I think anyone can still learn if they're willing.

-- Robert Smalley, Osage

**Call 641-422-4358 or
888-GO NIACC ext. 4358**

Excel I

Excel is the most popular spreadsheet program on the market today. Excel makes seemingly difficult math formulas a breeze! You'll learn to enter data, create charts and graphs, use your own formulas plus use the built-in function wizard.

Photoshop

Photoshop provides a wide range of recreational and professional use to manipulate photos. Whether it be from your digital camera, scanner, old photos or the Internet, Photoshop can help. You will learn about layers, filters, editing and numerous other options within Photoshop.

Portable World

Take a look at what is available to make a persons life easier through the use of portable devices. Examine PDA's, netbooks, flash drives, mobile phones with computer power, external hard drives and portable applications.

Powerpoint

PowerPoint is the most popular presentation software on the market because of its ease of use and powerful abilities. Learn to make dazzling presentations by using the built-in wizards and templates.

Web Design

By using Macromedia software products in this class you will learn how to create your own website using the three primary building blocks; text, images and hyperlinks. You will learn how to incorporate these into larger layout elements such as layers, tables and frames.

Novice Classes

Classes are designed specifically for beginners and moves at a slower pace.

Computer Basics

Want a computer but can't tell the difference between a mouse and a cookie? Come to Basic Computers where you will learn what a computer can do for you! Learn how to turn it on and the basic skills that an everyday computer user possesses! If you're thinking about buying a computer, this is the class for you!

Computer Skills

Become familiar with your computer by learning the menu, screens, windows and operating system, and word processing abilities. This easy going, hands-on class will provide you the knowledge and confidence needed to operate your computer, type a letter or memo, print it out or send it in email.

Email

Learn to send, receive, open attachments, make an attachment, save and store your emails. This is an easy-going, hands-on class where you will get practice time using the computer and email software.

Excel I

Excel is a popular spreadsheet program used to create lists, sort information, and use math formulas. You can balance your checkbook, keep track of purchases and create an address book.

Digital Cameras

Experience the modern era of digital cameras in this fun and interesting class. From terminology, to features and functions of digital cameras, to resolution, to taking your first pictures, Digital Cameras is a great beginning!
Instructor: Adams

Digital Photography

Digital Photography has become so popular due to its instant pictures and ease of use. In this class you will learn the "bells and whistles" of using your camera and optimizing the digital output.

Instructor: Adams

Internet

Having trouble finding information on the Internet? In this class you will learn search tips to quickly find what you are looking for. Security in purchasing online will be featured.

Making Movies

Take your still photos and make them into memory-filled movies by adding movement, action and sound on the computer! Old photo books will turn into interactive trips down memory lane. Sign up for this chance to bring your pictures with you into the technology age.

Word I

Learn to use Word and create the great looking documents you've always desired, in a fraction of the time it takes using paper and pen! This class provides information on using page numbering, margins, tabs, printing, bullet points and additional fun time saving features.

Course #	Title	Beg	End	Days	Time	Location	Bldg	Room	Instructor	Tuition
Daytime Classes										
66965	Access I	10/8	10/8	R	9a-4p	NIACC	MH	105	Brunsvold	\$79
66966	Access I	10/29	10/29	R	9a-4p	NIACC	MH	105	Brunsvold	\$79
66974	Excel I	9/8	9/15	T	2p-5p	CC	Ctr	105	Mason	\$79
66976	Excel I	9/22	9/22	T	9a-4p	NIACC	MH	105	Tornquist	\$79
66988	Excel I	10/22	10/22	R	9a-4p	NIACC	MH	105	Tornquist	\$79
67018	Excel I	11/19	11/19	R	9a-4p	NIACC	MH	105	Brunsvold	\$79
67022	Excel I	12/15	12/15	T	9a-4p	NIACC	MH	105	Tornquist	\$79
67048	Excel II	10/1	10/1	R	9a-4p	NIACC	MH	105	Brunsvold	\$79
67049	Excel II	11/5	11/5	R	9a-4p	NIACC	MH	105	Brunsvold	\$79
67050	Excel II	12/8	12/8	T	9a-4p	NIACC	MH	105	Brunsvold	\$79
67055	Word I	9/14	9/21	M	1p-4p	NIACC	MH	105	Greder	\$79
67057	Word I	11/16	11/23	M	1p-4p	NIACC	MH	105	Greder	\$79
67062	Word II	10/20	10/27	T	1p-4p	CC	Ctr	105	Mason	\$79
67063	Word II	12/3	12/3	R	9a-4p	NIACC	MH	105	Greder	\$79
67054	Word & Excel	10/13	12/1	T	1p-4p	NIACC	MH	105	Brunsvold	\$185
Evening Classes										
66967	Computer Information w/out Overload	9/15	10/13	T	6p-9p	NIACC	MH	210B	Dralle	\$65
66969	Computer Information w/out Overload	10/5	10/26	M	6p-9p	CC	Ctr	105	White	\$65
66970	Computer Information w/out Overload	10/27	11/17	T	6p-9	NIACC	MH	210B	Dralle	\$65
66971	Digital Photography	9/21	9/28	M	6p-9p	CC	HS	Lab	White	\$45
66973	Digital Photography	10/21	10/28	W	6p-9p	NIACC	PC	229	Emery	\$45
67131	Digital Photography	11/23	11/30	M	6p-9p	Garner	HS	Lab	Adams	\$45
67218	eBay	9/22	9/22	T	6p-9p	NIACC	MH	105	Doyle	\$20
67219	eBay	10/13	10/13	T	6p-9p	CC	Ctr	105	Doyle	\$20
67221	eBay	11/12	11/19	R	6p-8p	NIACC	MH	105	Doyle	\$40
67220	eBay Pro	10/19	10/26	M	6p-8p	Garner	HS	Lab	Doyle	\$40
66993	Excel I	9/24	10/15	R	6p-9p	CC	Ctr	105	White	\$79
66987	Excel I	10/5	10/26	M	6p-9p	NIACC	MH	105	Brunsvold	\$79
67052	Photoshop	11/2	11/9	M	6p-9p	NIACC	PC	229	Emery	\$50
67115	Portable World	10/1	10/1	R	6p-9p	NIACC	PC	229	Emery	\$20
67114	PowerPoint	10/15	10/22	R	6p-9p	NIACC	MH	210B	Fullerton	\$50
67053	Web Design	11/10	12/1	T	6p-9p	NIACC	PC	229	Emery	\$75
Novice Classes										
67065	Basic Computer	9/14	9/21	M	10a-12p	NIACC	MH	105	Greenwood	\$25
67066	Basic Computer	10/8	10/15	R	1p-3p	NIACC	MH	211	Tornquist	\$25
67068	Basic Computer	11/23	11/30	M	12:30p-2:30p	NIACC	MH	105	Greenwood	\$25
67069	Computer Skills	9/22	10/13	T	2p-4p	CC	Ctr	105	Mason	\$40
67078	Computer Skills	9/28	10/19	M	10a-12p	NIACC	MH	105	Greenwood	\$40
67088	Computer Skills	10/26	11/16	M	10a-12p	NIACC	MH	105	Greenwood	\$40
67089	Digital Cameras	9/16	9/23	W	3p-5p	NIACC	PC	229	Adams	\$30
67104	Digital Cameras	10/26	11/2	M	3p-5p	NIACC	PC	229	Adams	\$30
67105	Digital Photography	10/6	10/13	T	3p-5p	NIACC	PC	229	Adams	\$30
67106	Digital Photography	11/11	11/18	W	3p-5p	NIACC	PC	229	Adams	\$30
67107	Email	9/17	9/17	R	9a-12p	NIACC	MH	105	Greenwood	\$20
67109	Email	10/13	10/13	T	9a-12p	NIACC	MH	105	Greenwood	\$20
67110	Excel I	10/27	11/10	T	1p-3p	NIACC	MH	105	Tornquist	\$45
67112	Internet	11/23	11/24	MT	10a-12p	NIACC	MH	105	Greenwood	\$30
67133	Making Movies	9/21	9/28	M	6p-8p	NIACC	MH	105	Brunsvold	\$30
67113	Word I	10/27	11/10	T	10a-12p	NIACC	MH	105	Tornquist	\$45

- **1,000+ high school students enroll in early college opportunity courses/programs, which improves graduation odds by 61%**

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Registration
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