



COMPUTER  
CLASS  
OFFERINGS

VOLUME 25, ISSUE 1

JULY 2009 THRU FEBRUARY 2010

The Computer Learning Center offers computer training for beginning and experienced PC (IBM/Compatible) computer users. For additional information on classes or course content, Call us at – 651-621-7417 ♦ Fax us at – 651-621-7418 or E-mail us at [linda.bankston@moundsvIEWSchools.org](mailto:linda.bankston@moundsvIEWSchools.org)

**THE COMPUTER  
LEARNING CENTER**

AT

**Pike Lake Education Center**

(formerly Pike Lake Elementary School)

2101 14th St NW

New Brighton MN 55112

**ADVANCE REGISTRATION  
is required.**

**PAYMENT** may be made by cash, check,  
or credit card (Visa or Master Card)

**REFUND POLICY:** Cancellation notice from client must be received 3 working days prior to the start date of scheduled class. Course fees will not be refundable after that 3 day time period, except in extenuating circumstances. However, fees may be applied to a future session of that class, subject to a \$15 handling free for transfer of registration.

Our classes are small, hands-on, instructor guided classes, one student per computer.

**DOES YOUR BUSINESS NEED  
HELP WITH COMPUTER  
TRAINING?**

The Computer Learning Center is available to conduct software training seminars for business, organization, or individual needs. We provide computer training for the application software listed in this brochure. For more information, call Linda at our new number 651-621-7417.

## INTRODUCTION TO COMPUTERS FOR BEGINNERS

If you are new to computers, this is the class for you! You do not need computer experience! This course will acquaint the computer novice with the PC (Personal Computer), what it is, and what it can do. You will learn how to operate a PC and will discover the fun computers can be. You will work with the "mouse", discover the world of Windows, explore popular computer uses, such as word processing and spreadsheets, and go Online to browse the Internet. **No Computer Experience Necessary!**

The CLC Staff		3 sessions	\$95
1001-1A	W/M/W	JUL 15, 20, 22	1-4PM
1001-1B	F	SEP 11, 18, 25	9-12NOON
1001-1C	M/F	NOV 2, 6, 9	9-12NOON
1001-2A	M/F	JAN 11, 15, 18	9-12NOON
1001-2B	W/F	FEB 10, 12, 17	9-12NOON

## INTRODUCTION TO EMAIL

Confused by all the ins and outs of Email? This course is designed to increase your comfort level in using email. We will cover the basics of sending and receiving email. In addition, we will cover attachments, replies, forwards, setting up group lists and virus precautions. Let us help take the frustrations out of emailing. **Prerequisite: You must have had Windows training or experience in using Windows**

Herbeck		1 session	\$55
1070-1A	W	AUG 19	1-4PM
1070-1B	W	SEP 23	1-4PM
1070-1C	TH	OCT 8	1-4PM
1070-1D	M	NOV 16	9-12NOON
1070-2A	W	JAN 6	1-4PM
1070-2B	T	FEB 23	1-4PM

## GO ONLINE -- EXPLORE THE INTERNET

If you are baffled about how to get started online and where to go on the Internet, this is the class for you! You will browse the Internet, learn the terminology and techniques of being Online and discover methods for accessing information on the Internet. Plus, you will learn ways to customize your browser software. **Prerequisite: You must have had Windows training or experience in using Windows.**

Lindell		1 session	\$55
1055-1A	M	AUG 17	12:30-4PM
1055-1B	W	SEP 30	1-4:30PM
1055-1C	M	NOV 2	1-4:30PM
1055-1D	M	DEC 14	5:30-9PM
1055-2A	F	JAN 22	8:30-12NOON

## INTRODUCTION TO WINDOWS

Join us and discover the many ways to put Windows to work. You will learn how to access data and manage information on your PC. During this course you will explore the basic operation of Windows, learn windowing techniques, experiment with basic file management techniques, and learn how to create and use storage folders. Plus, you will learn about Cut / Copy / Paste. **This course requires that you have used a computer or have taken an Introduction to Computers class.**

**Knowles / Lindell** 3 sessions \$115  
WINDOWS VISTA WILL BE DEMONSTRATED AND A SEPARATE MANUAL AVAILABLE.

1025-1A	T/TH/T	JUL 14,16, 21	9-12NOON
1025-1B	M/M/W	JUL 27, AUG 3, 5	9-12NOON
1025-1C	T/TH/T	AUG 4, 6,11	5:30-8:30PM
1025-1D	W	SEP 9, 16, 23	6-9PM
1025-1E	TH/T	SEP 10, 15,17	9-12NOON
1025-1F	M	OCT 5, 12, 19	6-9PM
1025-1G	T	OCT 6, 13, 20	9-12NOON
1025-1H	W	OCT 28, NOV 4, 11	6-9PM
1025-1I	TH/T	NOV 5, 10, 12	9-12NOON
1025-1J	M	NOV 16, 23, 30	6-9PM
1025-1K	W	DEC 2,9,16	9-12NOON
1025-2A	TH/T	JAN 7, 12, 14	9-12NOON
1025-2B	M	JAN 11, 18, 25	6-9PM
1025-2C	T	FEB 2,9,16	9-12NOON
1025-2D	W	FEB 3, 10, 17	6-9PM
1025-2E	M	FEB 22, MAR 1,8	6-9PM

If you need help in deciding which class is right for you, please call us at 651-621-7417 and we will be glad to assist you.

## MICROSOFT OFFICE 2007 UPDATE

If you are planning on updating your skills using Office 2007 (ie Word, Excel, PowerPoint or Access 2007), taking this class first would be very helpful. Or if you just want to explore what's new in Office 2007 this class is for you.

Herbeck		1 sessions	\$35
1030-1A	W	AUG 12	1-3:30PM
1030-1B	W	OCT 7	1-3:30PM
1030-1C	T	NOV 24	1-3:30PM
1030-2A	TH	JAN 28	6-8:30PM

## MICROSOFT WINDOWS - INTERMEDIATE

Go beyond the basics of Windows! Learn about the many options for managing your computer files, linking files and find out how to create your own shortcuts. Discover many ways to customize the operation of Windows. Brush up on your Windows troubleshooting skills and some basic Windows maintenance options. Plus, we will discuss the need for Online Security and ways to protect your computer and make you more security savvy. **Prerequisite: Must have used Windows beyond taking a class.**

Herbeck		2 sessions	\$115
1028-1A	TH	OCT 22, 29	1-4PM
1028-1B	M	DEC 7, 14	1-4PM
1028-2A	TH	FEB 25, MAR 4	6-9PM

## MICROSOFT PUBLISHER

Learn to use this desktop publishing software to create visually appealing publications. You will learn how to combine text and graphics on documents such as newsletters, flyers and brochures. Explore the features of overflow text, layering objects, the Design Gallery and more! **Prerequisite: Working knowledge of Computers and Windows .**

Herbeck		3 sessions	\$155
1601-1A	TH/T/TH	JUL 16, 21, 23	1-4PM
1650-1A	M	SEP 21, 28, OCT 5	9-12NOON
1650-1B	TH	NOV 5, 12, 19	1-4PM
1650-2A	TH	JAN 7, 14, 21	1-4PM

## POWERPOINT

Use this Microsoft program to create and assemble your presentations and display graphics to enhance your slide show. Learn how to create bulleted lists, tables and charts. Discover how to work with the audio/video and animation features. **Prerequisite: Working knowledge of Computers and Windows .**

Herbeck		3 sessions	\$165
1601-1A	TH/T/TH	JUL 16, 21, 23	1-4PM
1601-1B	T/TH/TH	JUL 28, 30	1-4PM
	3 <sup>rd</sup> sess.	Aug 6	9-12noon
1601-1C	T	Sep 15, 22, 29	1-4pm
1601-1D	Th	Oct 1, 8, 22	6-9pm
1601-1E	T	Oct 27, Nov 3, 10	1-4pm
1601-1F	T	Dec 1, 8, 15	1-4pm
1601-2A	Th	Jan 7, 14, 21	6-9pm
1601-2B	T	Feb 2, 9, 16	1-4pm

## BEGINNING WORD

Learn how to create, edit, format, and print documents using this popular word processing program from Microsoft. In addition to basic features, you will learn about Spell and Grammar Check, Cut and Paste, automatic Bullets and Numbering and how to create Envelopes, plus many shortcuts to completing your documents. **Prerequisite: Basic knowledge of Computers and Windows .**

Knowles		3 sessions	\$115
1251-1A	TH /T/TH	JUL 23, 28, 30	9-12NOON
1251-1B	T/TH/T	AUG 11, 13, 18	9-12NOON
1251-1C	TH/T/TH	AUG 13, 18, 20	5:30-8:30PM
1251-1D	T/TH	SEP 22, 24, 29	9-12NOON
1251-1E	T	SEP 29, OCT 6, 13	6-9PM
1251-1F	TH/T	OCT 22, 27, 29	9-12NOON
1251-1G	T	Nov 10, 17, 24	6-9PM
1251-1H	T/TH	Nov 17, 19, 24	9-12NOON
1251-1I	TH	DEC 3, 10, 17	9-12NOON
1251-2A	T/TH	JAN 19, 21, 26	9-12NOON
1251-2B	TH/T	FEB 18, 23, 25	9-12NOON
1251-2C	T	FEB 23, MAR 2, 9	6-9PM

## INTERMEDIATE WORD

Discover the ease of using AutoCorrect, AutoText, Find/Replace, customizing Toolbars, and creating your own Bullets. We will show you how to put your text into Column format. Learn all about setting up Tables and the many ways to use a Table to display your data. Plus, enjoy learning how to use the multitude of Graphics options available in Word. **Prerequisite: Working knowledge of Word.**

Knowles		3 sessions	\$155
1264-1A	TH/T/TH	AUG 20, 27, SEP 1	9-12NOON
1264-1+	M/M/TH	AUG 24, 31, SEP 3	1-4PM
1264-1B	TH	OCT 1, 8, 15	9-12NOON
1264-1C	T/TH	OCT 20, 27, 29	6-9PM
1264-1D	T	DEC 1, 8, 15	9-12NOON
1264-2A	TH	JAN 28, FEB 4, 11	9-12NOON

## ADVANCED WORD

Make your life easier by setting up Word forms and features to assist you in completing routine tasks. Discover the power of Mail Merge to do those mass mailing. Learn how to create your own Forms and Templates. We will also show you how to use Styles, set up a Table of Contents, or create an Index. Macros will be discussed. **Prerequisite: A working knowledge Word and Word Tables.**

Herbeck		3 sessions	\$165
1269-1A	TH	SEP 10, 17, 24	1-4PM
1269-1B	W	OCT 21, 28, Nov 4	9-12NOON
1269-1C	TH	DEC 3, 10, 17	6-9PM
1269-2A	TH	FEB 11, 18, 25	1-4PM

## BEGINNING EXCEL

Master the basics of creating spreadsheets with this popular Microsoft program. You'll learn how to create, edit, setup formulas, format, and print using Excel. You will get lots of hands-on in setting up various kinds of spreadsheets. Plus, you will get an overview of Multisheets, and the Charting options. **Prerequisite: Basic knowledge of Computers and Windows**

Lindell		3 sessions	\$115
1432-1A	W	JULY 15, 22, 29	9-12NOON
1432-1B	TH/T/TH	JULY 23, 28, 30	5:30-8:30PM
1432-1C	M/W/M	AUG 10, 12, 17	9-12NOON
1432-1D	T/Th/T	AUG 25, 27, SEP 1	5:30-8:30PM
1432-1E	M	SEP 14, 21, 28	6-9PM
1432-1F	W	SEP 23, 30, OCT 7	9-12NOON
1432-1G	W/M	OCT 14, 19, 21	1-4PM
1432-1H	M	OCT 26, Nov 2, 9	6-9PM
1432-1I	W/M	Nov 18, 23, 25	9-12NOON
1432-1J	M	Nov 30, DEC 7, 14	9-12NOON
1432-1K	W	DEC 2, 9, 16	6-9PM
1432-2A	W	JAN 13, 20, 27	6-9PM
1432-2B	M	JAN 25, FEB 1, 8	1-4PM
1432-2C	M/M/W	FEB 15, 22, 24	1-4PM

## INTERMEDIATE EXCEL

Go beyond the basics! Learn how to use Excel's advanced capabilities to use the advanced functions, combine or link worksheets, plus how to enhance a worksheet. There is extensive coverage of the Charting options. Database features are will be explored.

**Prerequisite: A working knowledge of Excel**

Lindell		3 sessions	\$155
1438-1A	T/Th/T	JUL 14, 16, 21	5:30-8:30PM
1438-1B	W/M/W	AUG 19, 24, 26	9-12NOON
1438-1C	M/W	SEP 14, 16, 21	1-4PM
1438-1D	W	OCT 7, 14, 21	6-9PM
1438-1E	W	NOV 4, 11, 18	1-4PM
1438-2A	W	JAN 6, 13, 20	9-12NOON
1438-2B	M	FEB 1, 8, 15	6-9PM

## INTRODUCTION TO ACCESS

Do you need to keep track of a lot of information! Learn the basics of setting up a database using this popular program from Microsoft. You will learn to create tables, forms and reports then discover how to select that data with queries. **Prerequisite: Basic computer knowledge and Windows experience.**

Herbeck		3 sessions	\$165
1665-1A	M/W	AUG 3, 5, 10	1-4PM
1665-1B	Th	SEP 10, 17, 24	6-9PM
1665-1C	T	OCT 6, 13, 20	1-4PM
1665-1D	M	NOV 16, 23, 30	1-4PM
1665-1E	W	DEC 2, 9, 16	1-4PM
1665-2A	T	JAN 12, 19, 26	1-4PM
1665-2B	TH	FEB 4, 11, 18	6-9PM

The Computer Learning Center gives  
you the option of using  
Microsoft Office version 2003 or 2007.

## INTERMEDIATE ACCESS

Learn how to design your own Access tables, forms and reports. You will work with field properties to determine how data is entered and displayed. Plus, you will set up calculations, parameters, and will practice multiple query setups. **Prerequisite: A working knowledge of Access.**

Herbeck		3 sessions	\$165
1670-1A	TH	AUG 6, 13, 20	1-4PM
1670-1B	M/TH	SEP 28, OCT 1, 5	1-4PM
1670-1C	TH	NOV 5, 12, 19	6-9PM
1670-2A	W	JAN 13, 20, 27	1-4PM
1670-2B	M	FEB 15, 22, MAR 1	9-12NOON

ALL COMPUTER CLASSES ARE HELD AT  
THE PIKE LAKE EDUCATION CENTER  
LOCATED AT 2101 14<sup>TH</sup> ST NW - NEW BRIGHTON MN 55112  
USE FRONT ENTRANCE PROCEED TO THE FIRST HALL WAY TO THE LEFT  
AND THIRD CLASSROOM ON THE RIGHT - ROOM 29

# **WONDERING WHERE TO BEGIN?**

## **NEW TO COMPUTERS?**

### **START WITH**

- **INTRODUCTION TO COMPUTERS**
- **INTRODUCTION TO WINDOWS**
- **E-MAIL**
- **INTERNET**



## **ALREADY KNOW THE BASICS? THEN TRY**

- **MICROSOFT OFFICE 2007 UPDATE**
- **MICROSOFT WORD – BEGINNING**
- **MICROSOFT EXCEL – BEGINNING**
- **MICROSOFT PUBLISHER**

## **READY FOR MORE?**

### **TRY INTERMEDIATE AND ADVANCED COURSES**

- **MICROSOFT WORD – INTERMEDIATE & ADVANCED**
- **MICROSOFT EXCEL – INTERMEDIATE**
- **MICROSOFT POWERPOINT**
- **MICROSOFT ACCESS – BEGINNING & INTERMEDIATE**
- **MICROSOFT WINDOWS – INTERMEDIATE**

**WE CAN HELP - CALL US AT 651-621-7417**

## REGISTRATION FORMS

<b>NAME</b>				
<b>ADDRESS</b>				
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>	
<b>HOME PHONE</b>		<b>WORK OR CELL PHONE</b>		
<b>E-MAIL ADDRESS</b>				
<b>AGE GROUP:</b>	<b>19-54</b>	<b>55-59</b>	<b>60 &amp; OVER</b>	
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>BEGIN DATE</b>	<b>TIME</b>	<b>FEE</b>
<b>CHECK NUMBER:</b>				
<b>VISA OR MASTER CARD #</b>			<b>EXPIRATION DATE</b>	
<b>SIGNATURE:</b>				

<b>NAME</b>				
<b>ADDRESS</b>				
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>	
<b>HOME PHONE</b>		<b>WORK OR CELL PHONE</b>		
<b>E-MAIL ADDRESS</b>				
<b>AGE GROUP:</b>	<b>19-54</b>	<b>55-59</b>	<b>60 &amp; OVER</b>	
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>BEGIN DATE</b>	<b>TIME</b>	<b>FEE</b>
<b>CHECK NUMBER:</b>				
<b>SIGNATURE:</b>				

## TO REGISTER

Mail, Fax, Phone or E-mail your registration and payment to:

**Mail to:** Pike Lake Education Center  
Computer Learning Center  
2101 14<sup>th</sup> NW  
New Brighton, MN 55112

**New Fax Number:** 651-621-7418

**New Phone Number:** 651-621-7417

**E-mail address:** linda.bankston@moundsvIEWSschools.org

**Checks Payable to:** ISD 621 – CLC

If you are paying with a Visa or Master card and would like to register on-line, use the following link:

[http://www.moundsvIEWSschools.org/comm\\_edu/adult\\_programs.asp](http://www.moundsvIEWSschools.org/comm_edu/adult_programs.asp)

If your place of Business or a Work Force Center is covering the cost of your training please provide us with the contact person and address of the responsible party.

## COMPUTER LEARNING CENTER POLICIES

### CONFIRMATION OF REGISTRATION

If you are NOT contacted by The Computer Learning Center, you may assume you are enrolled in the class you registered for, and it will meet at the scheduled time and place.

### REFUND POLICY:

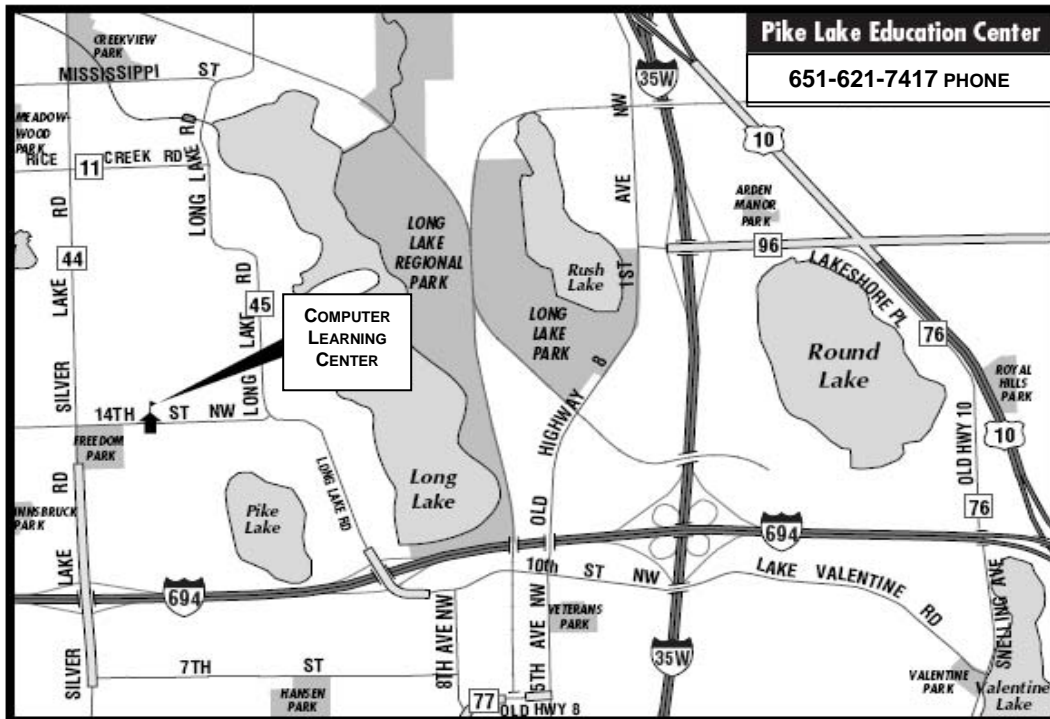
Cancellation notice from clients must be received 3 working days prior to the start date of scheduled class. Course fees will not be refundable after that 3 day time period, except in extenuating circumstances. However, fees may be applied to a future session of that class, subject to a \$15 handling fee for transfer of registration.

**SENIOR DISCOUNT:** Students 60 and over may take \$15 off the course fee for any computer class over \$80, unless otherwise noted.

# THE COMPUTER LEARNING CENTER

PIKE LAKE EDUCATION CENTER  
MOUNDS VIEW SCHOOL DISTRICT 621  
FAX 651-621-7418

2101 14TH STREET NW  
NEW BRIGHTON MN 55112  
PHONE 651-621-7417



## DIRECTIONS TO THE COMPUTER LEARNING CENTER AT PIKE LAKE EDUCATION CENTER:

1. HWY 694 TO SILVER LAKE ROAD EXIT
2. NORTH ON SILVER LAKE RD TO 14 TH ST NW
3. EAST ON 14<sup>TH</sup> TO THE PIKE LAKE EDUCATION CENTER (FORMERLY PIKE LAKE ELEMENTARY SCHOOL)

## COMPUTER COURSE OFFERINGS JULY 2009 THRU FEBRUARY 2010

INDEPENDENT SCHOOL DISTRICT 621  
THE COMPUTER LEARNING CENTER  
PIKE LAKE EDUCATION CENTER  
2101 14TH ST NW  
NEW BRIGHTON MN 55112

NON PROFIT ORG.  
US POSTAGE PAID  
ST. PAUL MN  
PERMIT NO. 4112

DATED MATERIAL