

## Protecting Your PC & Backup Files (NEW!)

January 23 – March 19, 2012

Monday Evenings 5:30 pm – 8:30 pm

*Richlands High School, Computer Classroom*

Learn easy techniques to protect your computer and how to properly save, copy and backup files from the hard drive to external storage devices. We will also discuss renaming files as well as other useful computer management tips. (24 hours)  
**Registration Fee: \$65. May be FREE for those who qualify.**

**For more information, or to register, call 910.938.6294**



Division of  
Continuing  
Education



**Coastal Carolina Community College**  
Division of Continuing Education

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# Beginning Computer Courses

January – March 2012

## Computers for the Absolute Beginner

January 9 – March 12, 2012  
Monday Evenings 6:00 pm – 9:00 pm  
*Hurst Continuing Education Building,  
Room 204*

### Never used a computer before? No problem!

This class is perfect for the person just starting out in computers. Designed for the “true beginner,” this class is the first step on the road to computer confidence. You will learn the basic components of a computer, including the mouse, monitor, and keyboard. In addition, gain hands-on experience by actually trying them out. (24 hours) **Registration Fee: \$65. May be FREE for those who qualify.**

## Interacting with Skype, Facebook and Twitter (NEW!)

February 10 – March 2, 2012  
Friday Mornings 9:00 am – 12:00 noon  
*Hurst Continuing Education Building,  
Room 107*

Social networks are gaining momentum. There are thousands of social networks, each boasting millions of users. Social networks are not going away; they are not a fad. You will work with Facebook, Skype, LinkedIn, Twitter, etc. Learn how social networks are becoming the standard for sharing everything from photos, blog posts and web bookmarks to company profiles and business networking. (12 hours) **Registration Fee: \$65. May be FREE for those who qualify.**

## Open Office and Google Applications (NEW!)

January 10 – February 28, 2012  
Tuesday Evenings 6:00 pm – 9:00 pm  
*Ragsdale Building, Room 118*

This hands-on class is ideal for participants who want to know how to set-up and use these two **FREE** applications. Learn how to use Google applications such as Gmail, Docs, Spreadsheets, Site and Presentation, and Open Office. Create and share your work online. The familiar desktop feel makes editing easy, and the sharing tools make it easy to choose who can edit or view your files. (24 hours) **Registration Fee: \$65. May be FREE for those who qualify.**

## Stepping Into the Digital Age

January 27 – March 16, 2012  
Friday Mornings 9:00 am – 12:00 noon  
*Ragsdale Building, Room 118*

Learn how easy it is to use some of the latest technology available. Students will learn the basics of webcams and video conferencing, including the use of Microsoft’s new MS Messenger Live. Students will also learn how to burn and label CDs & DVDs (both music and data) and how to choose the right disk media. Correct file formats for websites and emailing pictures will also be discussed. After the course, students will be able to make an informed choice as to what kind of digital camera and scanner they need. Students will also be instructed on how to purchase and download music from various sites, both free and pay-by-song. An overview of digital storage devices will be given so that students can easily determine the right device for backing up and restoring important data files. (24 hours) **Registration Fee: \$65. May be FREE for those who qualify.**

## PC and Laptop Troubleshooting Basics (NEW!)

January 24 – March 13, 2012  
Tuesday Evenings 5:30 pm – 8:30 pm  
*Dixon Middle School, Computer Classroom*

More and more people are converting to laptops now that they have gotten more powerful and more affordable. More people using laptops results in more laptops needing repair. Topics covered in the course include basic PC and laptop repair techniques such as: replacing hard drives, increasing laptop memory and much more. (24 hours) **Registration Fee: \$65. May be FREE for those who qualify.**

