

All Courses Will Be Held At The:

McConnell Adult Education Center
1388 Patchett Drive
Newman, CA

(Next To Von Renner Elementary School)

**For Course Information And
Registration, Please Call:**

(209) 545-8393

**Please Scroll Down To View
Course Descriptions and Schedule**



Course Descriptions

What's in the Box

This course is designed to familiarize the student with the “language of computers”, and to allow them to see and identify all of the parts of a computer, inside and out. Students will learn computer-related terminology and learn what they need to know to overcome “computerphobia” for good. *No computer experience required!*

PC Troubleshooting

This course will enable students to solve problems that can occur with everyday use, to know when to call technical support, and how to describe the problem using correct terminology. *Basic computer experience required.*

Looking into Windows

This course is designed to give students a better understanding of the Windows environment, management of files and folders, navigating through the filing system, and basic word processing concepts. *Basic computer experience is not required, but helpful.*

Internet Basics

In this course, students will learn basic Internet skills and concepts like finding information on-line. Terminology like URL, HTTP, and more will become familiar. And you will finally learn what .com, .gov, and .edu really mean. *Basic computer experience is not required, but helpful.*

E-mail Basics

Learn how to communicate via the Internet. This course will cover the basics of sending and receiving e-mails including how to add and open attachments, create an address book and deal with spam. *No computer experience required!*

PowerPoint Basics

Learn how to create attention-getting presentations by integrating graphics, tables, text, and sound using Microsoft PowerPoint. *Basic computer experience is not required, but is helpful.*

Word Processing Basics and Intermediate

Need to produce a report, newsletter, or mailing list? In this course, students learn the basic features and functions of Microsoft Word while developing word processing skills. Through a series of hands-on exercises, students will learn the process of creating, saving, and printing a document, as well as modifying and manipulating text to enhance a document.

Excel Basics and Excel Intermediate

Learn the basics of managing all types of data using Microsoft programs. Instruction will include the use of a spreadsheet as a database, basic formulas, and graph building in Microsoft Excel.

Publisher Basics

Publisher allows you to create, personalize, and share a wide range of publications and marketing materials in-house. The program guides you through the process of creating and distributing in print, Web, and e-mail so you can build your brand, manage customer lists, and track your marketing campaign.

Database Management (Access Basics and Access Intermediate)

Did you know that you can use a database to track inventories, create volunteer lists, and develop budgets? Learn how to create and edit detailed reports that display sorted, filtered, and grouped information.

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <i>What's in the Box</i> 8:00 am to 12 Noon	4	5	6	7
8	9	10	11	12 <i>Looking into Windows</i> 8:00 am to 12 Noon	13	14
15	16	17	18 <i>E-Mail Basics</i> 5:00 pm to 9:00 pm SPANISH	19	20	21
22	23	24 <i>PC Troubleshooting</i> 8:00 am to 12 Noon	25	26 <i>Internet Basics</i> 8:00 am to 12 Noon	27	28
29	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 <i>E-Mail Basics</i> 8:00 am to 12 Noon	8	9 <i>Word Processing Basics</i> 8:00 am to 12 Noon	10	11
12	13	14	15 <i>Internet Basics</i> 5:00 pm to 9:00 pm	16	17	18
19	20	21 <i>Excel Basics</i> 8:00 am to 12 Noon	22	23 <i>PowerPoint Basics</i> 8:00 am to 12 Noon	24	25
26	27	28	29	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 <i>Publisher Basics</i> 8:00 am to 12 Noon	6	7	8	9
10	11	12	13	14 <i>Access Basics</i> 8:00 am to 12 Noon	15	16
17	18	19	20 <i>E-Mail Basics</i> 5:00 pm to 9:00 pm	21	22	23
24	25	26 <i>Word Processing Intermediate</i> 8:00 am to 12 Noon	27	28 <i>Excel Intermediate</i> 8:00 am to 12 Noon	29	30
31						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 <i>Word Processing Basics</i> 5:00 pm to 9:00 pm	18	19	20
21	22	23 <i>Looking Into Windows</i> 8:00 am to 12 Noon SPANISH	24	25	26	27
28	29	30				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>What's in the Box</i> 1:00 pm to 5:00 pm	2	3	4	5
6	7	8	9	10 <i>Looking into Windows</i> 1:00 pm to 5:00 pm	11	12
13	14	15	16 <i>Excel Basics</i> 5:00 pm to 9:00 pm	17	18	19
20	21	22 <i>PC Troubleshooting</i> 1:00 pm to 5:00 pm	23	24 <i>Internet Basics</i> 1:00 pm to 5:00 pm	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>E-Mail Basics</i> 1:00 pm to 5:00 pm	2	3	4	5
6	7	8	9	10 <i>Word Processing Basics</i> 1:00 pm to 5:00 pm	11	12
13	14	15	16 <i>PowerPoint Basics</i> 5:00 pm to 9:00 pm	17	18	19
20	21	22 <i>Excel Basics</i> 1:00 pm to 5:00 pm	23	24 <i>PowerPoint Basics</i> 1:00 pm to 5:00 pm	25	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 <i>Publisher Basics</i> <i>1:00 pm to 5:00 pm</i>	6	7	8	9
10	11	12	13 <i>Publisher Basics</i> <i>5:00 pm to 9:00 pm</i>	14 <i>Access Basics</i> <i>1:00 pm to 5:00 pm</i>	15	16
17	18	19 <i>Word Processing</i> <i>Intermediate</i> <i>1:00 pm to 5:00 pm</i>	20	21	22	23
24	25	26	27	28 <i>Excel Intermediate</i> <i>1:00 pm to 5:00 pm</i>	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 <i>Access Intermediate</i> <i>1:00 pm to 5:00 pm</i>	11	12 <i>Internet Basics</i> <i>1:00 pm to 5:00 pm</i> SPANISH	13	14
15	16	17	18 <i>Access Basics</i> <i>5:00 pm to 9:00 pm</i>	19	20	21
22	23	24	25	26	27	28
29	30	31				