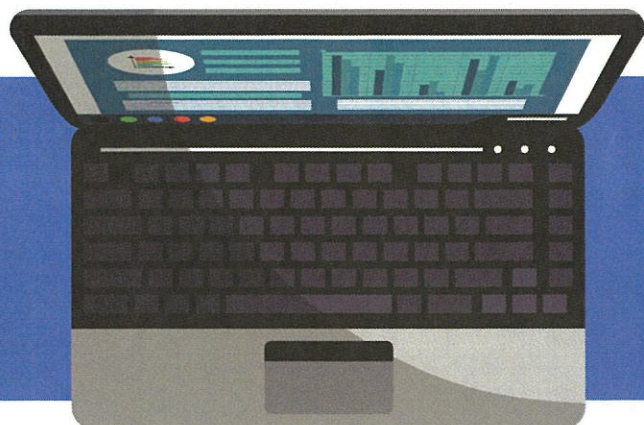


Chattahoochee Valley Community College Continuing Education



Fall continuing Education

BEGINNING COMPUTING • 8 CONTACT HOURS

\$100: August 20 & 22 (M/W 5-9 p.m.)

Learn the basics of personal computers including the hard drive, CD-ROM, e-mail, internet, word processing, and spreadsheets.

OFFICE 365 • 12 CONTACT HOURS

\$150: October 15, 17, 22 & 24 (M/W 6-9 p.m.)

An overview of the many applications available through office 365. Learn about some of the new and useful applications, such as OneDrive, Forms and calendar.

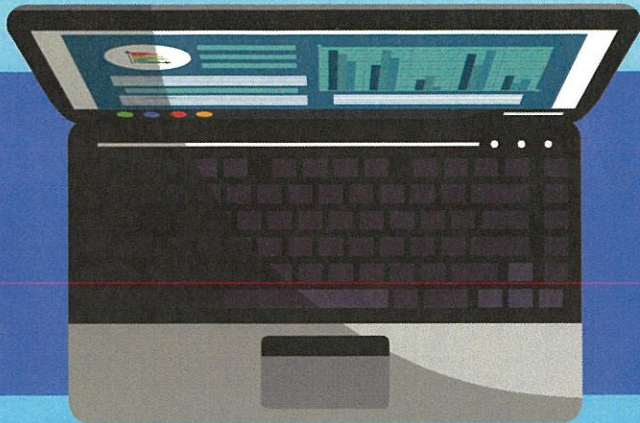
IPAD BASICS • 3 CONTACT HOURS

\$50: October 29 (M 5:30-8:30 p.m.)

Learn to use your Apple® iPad! The first 30 minutes of the course cover setting up the device. The final two hours cover all major functions along with how to install and use apps. This course requires you to bring your own iPad.

Register online today at www.cv.edu/continuinged

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MASTERING MICROSOFT SERIES:

EXCEL • 8 CONTACT HOURS

\$120: August 27 & 29, September 5 & 10 (M/W 6-8 p.m.)

This course offers an introductory level instruction for users of Microsoft Excel™

ADVANCED EXCEL • 8 CONTACT HOURS

\$120: September 17, 19, 24 & 26 (M/W 6-8 p.m.)

This course goes beyond the introductory level for users of Microsoft Excel™

MICROSOFT WORD • 8 CONTACT HOURS

\$120: October 1, 3, 8 & 10 (M/W 6-8 p.m.)

This course offers an introductory level instruction for users of Microsoft Word™

FOR MORE INFO, CONTACT:

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