

**Ossining Extension Center
COMPUTER COURSES-Summer 2010**



**SELECT A COMPUTER COURSE THAT MEETS YOUR NEEDS
OR ENROLL IN THE SERIES AND SAVE!**

- ◆ **Computer Basics 1: Getting Started:** For those with little or no experience in operating a personal computer, this class covers working with the mouse and keyboard, understanding the Windows desktop, using Windows accessory programs and more. Pick up some new tips and tricks!
2 Tuesdays, July 13 & 20, 6:30-9:30 PM
OS-D168, \$ 130.00 (plus textbook)

- ◆ **Computer Basis 2: Managing Your Computer:** Learn to create and organize folders, copy, move, and rename files, search for files, customize your Desktop and more.
Pre-requisite: Computer Basics 1 or equivalent
2 Tuesdays, July 27 & Aug 3, 6:30-9:30 PM
OS-D169, \$ 130.00 (plus textbook)

- ◆ **Computer Basics 3: e-Mail and the Web:** Get up to speed on the information super-highway and learn how to explore the vast resources of the WEB along with the ins and outs of keeping in touch via e-mail.
Pre-requisite: Computer Basics 1 or equivalent
2 Tuesdays, Aug 10 & 17, 6:30-9:30 PM
OS-D170, \$ 130.00 (plus textbook)

Register for all 3 courses for \$330! Use Course OS-D171

Cut and return the lower portion of the form to Westchester Community College-Ossining
22 Rockledge Avenue, Ossining, NY 10562
914-606-7406



REGISTRATON FORM: COMPUTERS (410)

Name: _____ Course Number: _____

Street Address: _____ Town/Zip: _____

E:Mail: _____ Telephone: _____

Credit Card Number: _____ Expiration Date: _____

Name of Card Holder: _____ Signature _____

Please make checks or money orders payable to Westchester Community College.
We also accept MasterCard and Visa; please include card type and expiration date.