

Fall 2009

WCE Classes



Getting to Know Your Computer:

Wednesday, September 16 & 23

9:30 AM – 12:30 PM

\$50.00

This class is for those who have barely touched a computer and are uncomfortable with even the thought of doing so! It starts with a diagram identifying the basic components of the computer system and their function. Common terminology and definitions will be explained. The class will include turning the computer on and off, navigating basic software, and identifying exactly how you want to utilize your computer. The class is limited to 15 people allowing ample opportunity for individual questions. Each class will have two hours of instruction; the computer lab will remain open for one hour after each session for some hands on practice with assistance.

Basic Computer Skills I

Wednesday, September 30 & October 7

9:30 AM – 12:30 PM

\$50.00

This class builds on basic computer knowledge and expands your skills to computer knowledge and expands your skills to computer capabilities, such as document writing and saving, e-mailing, file saving and retrieving, internet usage, and common troubleshooting. Each class will have two hours of instruction; the computer lab will remain open for one hour after each session for some hands on practice with assistance.

Basic Computer Skills II

Wednesday, October 14 & 21

9:30 AM - 12:30 PM

\$50.00

This class expands on basic computer skills and functions to installation of various software and programs. Participants will also learn about more in depth troubleshooting and explore what software will best fit your personal needs. Each class will have two hours of instruction; the computer lab will remain open for one hour after each session for some hands on practice with assistance.

Selling On E-bay

Wednesday, October 28 & November 4

10:30 – 12:30 PM

\$50.00

Learn the right way to use this tool to sell unwanted items and make some extra money. Topics include: creating and monitoring listings, improving existing listing with enhanced descriptions and digital photography, price setting, monitoring feedback, exploring payment options, shipping items, and completing transactions. This course is intended for those who already have an Ebay account. If you do not have an account, please arrive at 10:00 AM for assistance with setting one up before class begins.

Basic Automotive Maintenance

Thursday, November 5 & 12

5:30 PM - 7:30 PM

\$25.00

This course covers the basic concepts and terms of automotive technology, maintenance, West Virginia state inspection, safety and regulations, and use of service information resources. Topics include familiarization with components along with identification of various automotive tools. Upon completion, students should be able to describe terms associated with automobiles, identify and use basic tools and shop equipment to perform basic maintenance and repairs on their automobile.

Beginning Digital Camera & Photo Editing

Wednesday, November 11 & 18

9:30 AM – 12:30 PM

\$50.00

This class will begin with an explanation of digital cameras, how they operate and how they interact with your computer. Participants will learn how to down load, edit, and enhance photos from their cameras.

Be sure to bring your own camera, instructional manual, USB cord, and any associated software.

For more information contact Debi Lockhart at 304-424-8277 or Deborah.Lockhart@mail.wvu.edu