

**Ossining Extension Center
COMPUTER COURSES-Spring 2012**



Westchester
Community College
State University of New York

Essential Computer Skills 1-Operational Skills

Whether you've been using the computer for a while or are a new user, you will pick up some tips and new skills from this course! Learn about the Windows desktop, using menus, toolbars, and panes, launching programs, Keyboard and mouse operations, and more **\$135(+textbook)**

CE-COMP 20730S

2 Tuesdays Mar 6 and Mar 13th, 2012- 6:30p-9:30p#13163

Essential Computer Skills 2- Mastering Windows 7

Build your confidence and get control of your computer with these techniques for using Windows 7. Learn to manage and organize your files and folders; use control panel; Protect your computer and your identity with Windows security settings; use Windows Live Mail; getting the most from internet Explorer. Prerequisite: Essential Computer Skills 1 or equivalent experience. **\$270(+ textbook).**

CE-COMP 20730S

4 Tuesdays Mar 27-April 17, 2012-, 6:30p-9:30p #13165

There is an additional FSA Fee of \$3.25!

**Save when you register for both Essential Computer skills classes
(any location/time) for only \$364.50**

Cut and return the lower portion of the form to WCC-Ossining
22 Rockledge Avenue, Ossining, NY 10562
Or call 914-606-7400



REGISTRATON FORM: Computer (2121)

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.