

Jan 2018- May 2018

Course	Prices	Length	Date	Days
Operating Systems: MS Windows 11am-12pm(Basic Comp)	\$90.00	3 weeks	Jan 8-Jan 24	M-T-W
Word Processing: Micro Soft Word – Beg.12 noon-1pm	\$185.00	3 weeks	Jan 8-Jan 24	M-T-W
Typing /Word Processing 10am-11am	\$100.00	4 weeks	Jan 8- Jan 31	M-T-W
Micro Soft Word – Intermediate 11am-12 noon	\$185.00	4 weeks	Jan 29-Feb 21	M-T-W
**Spreadsheets: Microsoft Excel Beginning 12 noon- 1pm	\$185.00	4 weeks	Jan 29-Feb 22	M-T-Th
Microsoft Excel Intermediate 11am-12 noon	\$185.00	4 weeks	Feb 26-March 29	M-T-Th
Slide Shows: Power Point Basics 12 noon -1pm	\$170.00	3 weeks	Feb 26-March 21	M-T-W
Operating Systems: MS Windows 11am-12pm(Basic Comp)	\$90.00	3 weeks	April 2-April 18	M-T-W
Print Setting: Flyers, etc. MS Publisher Basics 12 pm-1pm	\$190.00	4 weeks	March 26-April 19	M-W-Th
Data Bases: Access Basics 12 noon -1pm	\$180.00	4 weeks	April 24-May17	T-W-Th
Operating Systems: MS Windows 7pm-8pm(Basic Comp)	\$90.00	3 weeks	Jan 8-Jan24	M-W-Th
Word Processing: Micro Soft Word – Beginning 7--8pm	\$185.00	3 weeks	Jan 29-Feb 19	M-W-Th
Slide Shows: Power Point Basics 7pm-8pm	\$170.00	3 weeks	Feb21-March 8	M-W-Th
Operating Systems: MS Windows 11am-12pm(Basic Comp)	\$90.00	4 weeks	April 24-May17	T-W-Th
Typing Daily for one hour (minimum)	\$100.00	8 weeks	Ongoing (apt.)	M-F
MOS Exam Preparation	\$50 phr	4-6 weeks	Ongoing (apt.)	M-F
Quick Books (Inuit)	\$450.00	3-4 weeks	Ongoing (Apt)	

Note: Most Fridays will be reserved for Review and working on class assignments.  
 The ADULT LEARNING CENTER will be closed for computer classes

- ALC will be closed: **Dec 20, 2017-Jan 5, 2018:Jan. 15** Martin Luther King Jr. Day: **Feb 19**. Pres Day
- **Spring Break Mar 9-16, 2018; May 25, 28 Memorial weekend**
- ALC closes for emergencies in according to UAA and the ASD closures

\*\* Note: Students do not start Microsoft Access or Excel unless they have completed Word Intermediate.

\*\*\*Students are expected to call the office 375-6000 if and when they are unable to attend classes

\*\*\*\* Note: Typing /Word Processing or Basic Computers) 10am-11 am continuous every 4 weeks

## ALC staff can accommodate classes to “fit” the student’s work schedule, etc.

Computer Class Schedule