

**MCCSC Adult Education  
Computer Class Registration Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_

Do you have special needs that would limit your ability to use a computer? Yes No

If yes, please describe: \_\_\_\_\_

**Please indicate the session(s) for which you are enrolling:**

*(See the class descriptions on the back of this form.)*

**Fall Session 1: September 14–30 (3 weeks)**

<input type="checkbox"/> Introduction to Computers (6 classes)	Mon & Wed 6–8 p.m.	\$65.00
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**Fall Session 2: October 5–21 (3 weeks)**

<input type="checkbox"/> Keyboarding (6 classes)	Mon & Wed 6–8 p.m.	\$65.00
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**Fall Session 3: November 2–18 (3 weeks)**

<input type="checkbox"/> Internet & Email (6 classes)	Mon & Wed 6–8 p.m.	\$65.00
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**Payment Method**

Please make checks payable to: **MCCSC Adult Education**

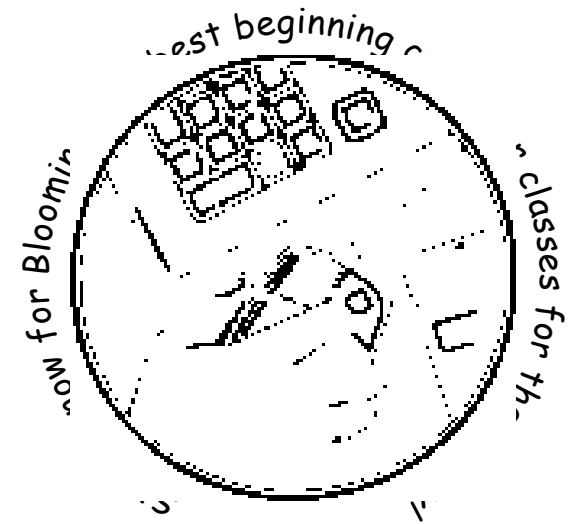
*Class size is limited. Students will be registered based on the date payment is received.*

Check    Money Order    Cash *(please pay in person at the MCCSC Adult Education office)*

Please return this form and your payment to: **MCCSC Adult Education, Broadview Learning Center**  
705 W. Coolidge Dr., Bloomington, IN 47403

How did you find out about this program?  
 Newspaper  
 Website  
 Friend  
 Flyer at:  
 \_\_\_\_\_

**MCCSC Adult Education  
Fall 2009  
Evening  
Computer  
Classes**



A program of  
 Monroe County Community School Corporation  
**Adult Education**  
*at Broadview Learning Center*  
 705 W. Coolidge Drive • Bloomington, IN 47403  
**Ph. 812-330-7731**  
 Fax 812-330-7789  
**Office hours: 7:30 – 3:30**  
[www.adult.mccsc.edu](http://www.adult.mccsc.edu)

# Fall 2009 Computer Class Descriptions

MCCSC Adult Education at Broadview Learning Center



## **Introduction to Computers**

The focus here is on computer vocabulary and making students comfortable with basic hardware and software.

***Session 1, Sept. 14–30 (3 weeks, Mon & Wed)***



## **Keyboarding**

Essential for anyone new to the world of Personal Computers (PCs), this class will focus on touch-typing and using the mouse. If you're "scared" of computers, this is the place to start.

***Session 2, Oct. 5–21 (3 weeks, Mon & Wed)***



## **Internet/E-mail**

Designed for the novice with no Internet experience, this class will teach you to navigate with the toolbar, use search engines, and bookmark favorite sites. It also covers e-mail systems, including how to create and use an address book, reply to messages, send messages to multiple people, attach files, and troubleshoot problems.

***Session 3, Nov. 2–18 (3 weeks, Mon & Wed)***



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## **Introduction to MS Word** – *May be offered next semester; let us know if you're interested!*

Microsoft Word is one of the most popular software programs in the world. This course will take you through its most basic functions for creating frustration-free documents.

**Note:** *These classes will be using Office 2003 and Windows XP.  
See the Registration Form on the other side for exact times and costs.*