

HENRY COUNTY SCHOOLS

Adult Career and Technical Education Fall 2009

Beginning Multimedia (Pat Prillaman)

September 21-October 20 5:30-8:30 p.m.	Monday & Tuesday Bassett High School	Fee: \$10.00 Room #48
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This class is designed for students who are skilled in the basic operations of a computer. Students will learn how to use a scanner and digital camera, edit pictures in Microsoft Word, and take digital movies. Students will also learn how to edit movies in Windows Movie Maker and integrate them into PowerPoint.

Classroom 2.0 Tools (Trissie Blankenship)

September 21-December 14 4:30-7:00 p.m.	Monday Bassett High School	Fee: \$10.00 Room #65
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Students will be taught to use various tools that can help them integrate technology into their classroom. Students will be expected to create a lesson using the tools taught in the class. Tools to include but not limited to free internet applications including blogs, wikis, social networking sites, Schoolwires, Google Apps, cell phones, iPods and web cams. Students will be encouraged to "show and tell" any integrated technology that they are currently using that may not be directly addressed by the instructor. Recertification points for teachers may be available.

Basic Keyboarding (Brenda Wright)

September 22-October 22 5:45- 8:45 p.m.	Tuesday & Thursday Bassett High School	Fee: \$10.00 Room #46
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This course introduces the student to the basic operation of the microcomputer. The student will learn to key the alpha and numeric keys by touch method with an emphasis on correct techniques, speed and accuracy. The student will learn to produce basic personal, educational and professional correspondence.

Introduction to Word Processing (Brenda Wright)

October 27-December 3 5:45-8:45 p.m.	Tuesday & Thursday Bassett High School	Fee: \$10.00 Room #46
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This course introduces students to word processing skills such as creating basic business letters and memorandums, saving documents, file management, and printing documents. Students will also learn editing and formatting features including mail merge. Students should have some prior keyboarding experience.

Introduction to Microsoft Word (Celena Hairston)

September 21-October 22 4:30- 7:30 p.m.	Monday & Thursday Laurel Park Middle School	Fee: \$10.00 Room #11
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This course introduces students to word processing skills such as creating basic business letters and memorandums, saving documents, file management, and printing documents. Students will also learn editing and formatting features including mail merge. Students should have some prior keyboarding experience.

Basic Keyboarding (Celena Hairston)

October 26-December 3 4:30-7:30 p.m.	Monday & Thursday Laurel Park Middle School	Fee: \$10.00 Room #11
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This course introduces the student to the basic operation of the microcomputer. The student will learn to key the alpha and numeric keys by touch method with an emphasis on correct techniques, speed and accuracy. The student will learn to produce basic personal, educational and professional correspondence.

Henry County Schools will be offering the above career and technical education courses during the fall semester. Registration will be held Monday, August 31 through Friday, September 4 (or until class is full). There is a \$10 fee for each course, and registration will be taken on a first come, first served basis. To learn more or to register for the classes, you may call Jeannie Lowery at 634-4758 between 8 a.m. and 4:30 p.m.

****More classes listed on page 2**

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Introduction to Computers Part I (Amy W. Mitchell)

September 22-October 22
5:00-8:00 p.m.

Tuesday & Thursday
Bassett High School

Fee: \$10.00
Room #41

This is a class for students with little or no experience with computers. Students will cover the basic operation of a computer and also learn how to use the internet and set up an email account. Students will also cover how to use Notepad and Paint.

Introduction to Computers Part II (Amy W. Mitchell)

October 27-December 3
5:00-8:00 p.m.

Tuesday & Thursday
Bassett High School

Fee: \$10.00
Room #48

This is a class for students with little experience with computers. Students will cover using Microsoft Media Player to save and play music, send emails with attachments, navigating the internet and also how to save and delete files.

Introduction to Digital Cameras (Daina Campbell)

September 24-December 3
5:00-8:00 p.m.

Thursday
Bassett High School

Fee: \$10.00
Room #65

This is a class for students with little experience with digital cameras. Students will cover the basic operation and use of all settings on a digital camera to take and edit digital pictures. Students will learn how to upload their pictures onto a computer and send them electronically to a store to have them developed. Students will be able to use their pictures to create a photo story. Students are encouraged to bring their personal camera but it is not required.

Basic Cooking (Ann Jefferson)

September 22-November 24
4:30-7:30 p.m.

Tuesday
Bassett High School

Fee: \$10.00
Room #47

Students taking this course will use basic cooking techniques and learn how to use the five staples to make biscuits, gravy, pancakes, cakes, cookies, waffles and much more.

Basic Equipment Maintenance (Jerry Byrd)

September 24-December 3
5:30-8:30 p.m.

Thursday
Bassett High School

Fee: \$10.00
Room # 67

Students will learn the basic service and maintenance for household appliances including refrigerators, A/C and heat pump systems.

Microsoft Excel 2007 (Pat Prillaman)

November 9-December 8
5:30-8:30 p.m.

Monday & Tuesday
Fieldale-Collinsville Middle School

Fee: \$10.00
Room #1

This class is designed for students who are skilled in the basic operations of a computer. Students will learn how to design, create and format a spreadsheet. Students will also learn how to create charts from their data and to use spreadsheets as a database.

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