

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

COMMUNITY EDUCATION

Computer Software and Technology Schedule Summer 2021

Register via phone: 412-788-7546 or online at: www.shopcommunityed.ccac.edu.

Computer Private Tutoring

Need help with a specific program or project? Sign up for this unique computer class that allows students three hours of one-on-one instruction with a computer instructor in CCAC computer labs. Software that could be worked on includes Microsoft Office, Word, Excel, Access, PowerPoint, Quickbooks, the Internet and Outlook email. Students will be contacted to set-up your specific tutoring time after registering for class.

| Campus | Section # | Cost | Sessions |
|----------------|--------------|------|----------------------------------|
| Virtual Campus | YAI-101-1215 | \$99 | 1, 3 hour session by appointment |

Excel Workshop 1

In this six-hour course learn the basics of Microsoft Excel, including creating, editing, saving and printing spreadsheets. Topics include formatting labels, values, formulas, functions, relative and absolute cell references, formatting and charts.

| Campus | Section # | Cost | Sessions | Time | Day of Week | Start Date | Instructor |
|----------------|--------------|------|------------|-----------------|-------------|------------|------------|
| Virtual Campus | YAI-306-1215 | \$99 | 2 Sessions | 06:00PM-09:00PM | T | 06/08/21 | Harmon |

Photoshop for Beginners

In this introductory course, you will learn the essentials of the software, while familiarizing yourself with Photoshop's tools and basic functions for editing and retouching your photos. Learn to modify images with filters, effects, and color adjustments, and combine them with layering tools. This course is designed to help you become more proficient in the use of Adobe Photoshop to manipulate your own photographs and images.

| Campus | Section # | Cost | Sessions | Time | Day of Week | Start Date | Instructor |
|----------------|--------------|------|------------|-----------------|-------------|------------|------------|
| Virtual Campus | YAI-824-1215 | \$99 | 2 Sessions | 06:30PM-09:30PM | W | 08/04/21 | Bachman |