



# OICET Work Shops

FEB – MARCH - APRIL 2012

## OAK ISLAND CLASS SCHEDULE

(Date-Time)

COMPUTER	OAK ISLAND	COST	FEB	MARCH	APRIL
<b>WS1 – Introduction to Computers</b>	<b>(10 Weeks/1 Hour)</b>	\$20.00	6-10:00	5-10:00	2-10:00
<b>WS2 – Email and Internet</b>	<b>(10 Weeks/1 hour)</b>	\$20.00	6-11:30	5-11:30	2-11:30
<b>WS3 – Using an Iphone</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	6-1:00 27-4:00	5-8:30 26-2:30	9-4:00 24-2:30
<b>WS4 – Using an Ipad</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	6-8:30 28-4:00	5-1:00 26-4:00	10-4:00 24-4:00
<b>WS5 – Business Website Development</b>	<b>(4 Weeks/1 Hour)</b>	\$20.00	6-2:30	6-8:30	2-8:30
<b>WS6 – Personal Website Development</b>	<b>(4 Weeks/1 Hour)</b>	\$20.00	6-4:00	6- 10:00	3-8:30
<b>WS7 – Facebook</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	7-8:30 28-8:30	5-2:30 26-1:00	10-8:30 23-1:00
<b>WS8 – Drop Box Internet File Storage</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	7-10:00 28-10:00	5-4:00	3-10:00 23-2:30
<b>WS9 – Using Smart Phones</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00		6-11:30	3-11:30
<b>WS10 – Computer Maintenance</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	7-1:00 28-11:30	6-1:00	2-1:00
<b>WS11 – Using a Flash Drive</b>	<b>(1 Week/1 Hour)</b>	\$20.00	7-2:30 28-1:00	6-2:30 27-2:30	10-10:00
<b>WS12 – Using Internet Explorer</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	7-4:00	6-4:00 27-4:00	
<b>WS13 – Microsoft Word 2010 Basics</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	13-8:30	13-8:30	3-1:00
<b>WS14 – Microsoft Excel 2010 Basics</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	13-1:00	13-10:00	3-2:30
<b>WS15 – Microsoft Power Point Basics</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	13-2:30	13-11:30	3-4:00
<b>WS16 – Microsoft Outlook 2010 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	13-4:00	13-1:00	2-2:30
<b>WS17 – Photo Shop 7 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	14-8:30	13-2:30	2-4:00
<b>WS18 – Quick Books Online Basics</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00			
<b>WS19 – Understanding Wireless</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	14-4:00 28-2:30	13-4:00	9-8:30 23-4:00
<b>WS20 – Office Networking Basic</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	20-8:30	12-1:00	9-1:00
<b>WS21 – Office Networking – Advanced</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00	21-8:30	12-2:30	9-2:30
<b>WS22 – Organizing Files &amp; Pictures</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	20-1:00	12-4:00	10-11:30
<b>WS23 – Using Search Engines</b>	<b>(1 Week/1 Hour)</b>	\$ 20.00	20-2:30	12-8:30	10-1:00
<b>WS24 – Understanding Webmail</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	20-4:00	19-8:30	10-2:30
<b>WS25 – Ebay Buying &amp; Selling</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	21-10:00	19-1:00	16-8:30
<b>WS26 – Microsoft Word 2003 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	21-11:30	20-8:30	16-1:00
<b>WS27 – Microsoft Excel 2003 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	21-1:00	20-10:00	16-2:30
<b>WS28 – Microsoft Publisher 2003 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	21-2:30	20-11:30	16-4:00
<b>WS29 – MS Power Point 2003 Basics</b>	<b>(2 Weeks/1 Hour)</b>	\$ 20.00	21-4:00	20-1:00	24-8:30
<b>WS30 – XP System Maintenance</b>	<b>(1 Week/1 Hour)</b>	\$ 20.00	27-8:30	19-2:30	24-10:00
<b>WS31 – Virtual Network Connections</b>	<b>(1 Week/1 Hour)</b>	\$ 20.00	27-1:00	20-2:30	24-11:30
<b>WS32 – MS Publisher 2010</b>	<b>(1 Week/1 Hour)</b>	\$20.00	27-2:30	19-4:00	24-1:00
LIFE LEARNING WORKSHOP	OAK ISLAND	COST	FEB	MARCH	APRIL
<b>LL1 – Life Seminar – Stress Management</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	14-10:00	20-4:00	17-8:30
<b>LL2 – Life Seminar – Changing Your Picture</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	14-11:30	27-10:00	17-10:00
<b>LL3 – Life Seminar – Raising Positive Children</b>	<b>(2 Weeks/1 Hour)</b>	\$20.00	14-1:00	27-11:30	17-11:30
<b>LL4 – Life Seminar – Creating Positive Energy</b>	<b>(1 Week/1 Hour)</b>	\$20.00	14-2:30	27-1:00	17-1:00
Workshops – Misc.	Oak Island	COST	FEB	MARCH	APRIL
<b>C1 – Making Greeting Cards</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00			
<b>C2 – Making Shadow Boxes</b>	<b>(3 Weeks/1 Hour)</b>	\$20.00			
<b>C3 – Making Craft Posters</b>	<b>(1 Week/1 Hour)</b>	\$20.00			
<b>M1 – Poetry Writing</b>	<b>(4 Weeks/1 Hour)</b>	\$20.00		26-8:30	17-2:30
<b>M2 – Writing a Book</b>	<b>(4 Weeks/1 Hour)</b>	\$20.00			17-4:00