

Preregistration is Required
Three Ways to Preregister

- *By Mail*—send completed form with payment to TRCC
- *By Fax*— credit card payments **ONLY 860-886-5063**
- *In Person*— *Continuing Education Department Suite C135*
*Telephone registration **will not** be accepted.*
Payment must accompany your registration.

Refund Policies for Noncredit Courses

A full refund for noncredit programs will only be considered when a student drops a class up to one business day prior to the first scheduled meeting. No refunds OR credit towards another program will be considered after the first class has begun.

Telephone registration **will not** be accepted. Payment must accompany your registration.

PLEASE NOTE: It is mandatory that you provide all necessary forms with your registration. A seat **will not be held** until all of your documentation and payment are received.

Mail registration form and payment to:

**Continuing Education
Three Rivers Community College
574 New London Tpke.
Norwich, CT 06360-6598**

DIRECTIONS TO:

**THREE RIVERS COMMUNITY COLLEGE
574 New London Turnpike
Norwich, Connecticut 06360**

From New London:

Rte. 32 to I-395. Take Exit 80-E.*

From Groton/Mystic:

I-95 south to Rte. 32—Norwich. Take I-395 north to Exit 80-E.*

From Colchester and points west:

Follow Route 2 east until merge with Route 32 south. Take Exit 28-S onto I-395 south to exit 80. Take a left at end of exit ramp (Rte. 82—Salem Turnpike).*

From Jewett City and points north:

I-395 south to Exit 80.* Take a left at end of exit ramp (Rte. 82—Salem Turnpike).

From Ledyard/Navy Sub Base area:

Route 12 to Route 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80-E.*

From New Haven and points south:

I-95 north to I-395 north (Exit 76). I-395 north to Exit 80-east.*

***From all points above:**

Five lights down is New London Turnpike. Turn right. Three Rivers Community College is about .2 mile on left.



Seating is Limited—Don't Delay !

Completion of any program does not guarantee employment. The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Non-Credit Computer Courses

Summer 2012

Microsoft Word 2010

Microsoft Excel 2010

Photoshop CS5



**Three Rivers Community College
Continuing Education**

Phone: 860-885-2608 Fax 860-886-5063

Email:

Continuing_Education@trcc.commnet.edu

Website: www.trcc.commnet.edu

 **Three Rivers**
COMMUNITY COLLEGE
Norwich, Connecticut



Registration Form

- 50563 Introduction to MS Word 50565 Introduction to MS Excel
 50564 Intermediate MS Word 50566 Intermediate MS Excel
 50567 Getting Your Feet Wet with Photoshop CS5

Legal Name _____

Former Name (s) - if applicable _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Date of Birth _____

E-mail Address _____

Social Security Number (Required by College) _____

U.S. Citizen Yes No

Gender: Male Female

Race: White Black, non-Hispanic Asian
 American Indian Hispanic Decline to State

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino
 Decline to State (None)

Check, made payable to TRCC

Visa MC Discover Amount \$ _____

Credit Card # _____ Exp. date _____

Zip Code of Credit Card holder _____ 3 Digit Security Code _____
(required by credit card company)

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that in order to maintain accurate student records, and for other legitimate business purposes, it may be necessary for Three Rivers Community College to share personally identifiable information pertaining to me with another Community College in the Community College System or with the System Office. Accordingly, I hereby authorize Three Rivers Community College to release such information contained in my education record for legitimate business purposes relating to my application for admission, registration for courses and my continued enrollment at Three Rivers Community College.

I also pledge myself to comply, in good faith with all the rules and regulations of the College. I realize that any misleading information on this application may be cause for dismissal.

Signature _____ Date _____

For Office Use ONLY:

Student ID @ _____

Entered By _____ Date ____/____/____

Introduction to Microsoft Excel 2010 CRN# 50565

Instructor: Kimberly O'Connor

If you would like some assistance with learning the most recent version of Microsoft Excel, then this *introductory* six-hour workshop is for you. This instructor-led workshop will provide you with the basic features of Excel 2007 including formulas and functions, formatting a worksheet, creating charts and graphics and analyzing data with formulas. This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons. Ribbons replace the current system of layered menus, toolbars, and task panes in Microsoft Office applications. *Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, June 5 & June 12
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Intermediate Microsoft Excel 2010 CRN# 50566

Instructor: Kimberly O'Connor

Take your basic Excel skills to the next level, while working faster and more productively, by learning to use some of Excel 2007's most powerful tools. After completing this course, you will know how to create and manage links between workbooks; apply special and custom number formats; create and manage styles; create an outline, consolidate data and utilize the subtotals capability; define and apply range names; sort and filter using complex criteria; save and publish worksheets as web pages with hyperlink; create more complex charts; use Excel's powerful auditing features; and create and manage templates. *Prerequisite: Students who have successfully completed the Ribbons, Ribbons, and More and Microsoft Excel 2007 or equivalent. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, June 19 & June 26
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Introduction to Microsoft Word 2010 CRN# 50563

Instructor: Gina Laudone

Do you need some assistance learning the more recent version of word processing software, Microsoft Word 2007? If the answer is yes, this *introductory* six-hour workshop will help. This instructor-led workshop will provide you with the basic features of Word 2007 including, entering and editing text, browsing documents, formatting text, using tables, inserting headers and footers, proofing and printing documents, and inserting graphics. This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons to see what all the talk is about. *Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, July 10 & July 17
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Intermediate Microsoft Word 2010 CRN# 50564

Instructor: Gina Laudone

Have you recently acquired Microsoft Word 2007 and have taught yourself some of the basic applications but still need to more than just the basics? If the answer is yes, this six-hour workshop will help. This course was designed for the Microsoft Word 2007 user who has some basic knowledge of the software but would like to learn the more sophisticated features. This instructor-led workshop will provide you with the intermediate features of Word 2007 including, how to work with styles; work with sections and columns; format tables; print labels and envelopes; use templates; work with graphics; manage document revisions; and use Web features. This workshop will be presented using a hands-on approach. Come and learn more about the new graphical user interface, Ribbons, to see what great new features the newest version has to offer. *Prerequisite: Students taking this workshop should have some basic knowledge of Windows and Microsoft Word 2007 or have completed the basic course, "Ribbons, Ribbons and More and Microsoft Word 2007." Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, July 19 & July 31
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Getting Your Feet Wet With Photoshop CS5

CRN# 50567

Instructor: John Fast

This course assumes no prior knowledge of Adobe Photoshop. Photoshop CS5 will be used to provide a thorough understanding of the basic construction of digital images. Setting of preferences for Adobe Photoshop, Bridge and RAW processor will be included to get you started on the right foot. The default workspace of each of the program elements will be used. Adobe Bridge will be used to upload images to the computer and to review, rate and label images. Bridge will also be used to catalogue images for quick retrieval. The student will learn how to make contact sheets of images and create "picture packages" for printing. Basic digital image adjustments including cropping, tonal range adjustments, color correction and sharpening will be included. The student will learn how to repair typical damage to images. *Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse and Windows 7.*

Day/Dates: Thursdays, July 12 & July 19
Time: 9:00 AM—4:00 PM
Location: Room B116
Cost: \$200, includes handouts
CEU's: 1.2

