Plus 50 Career Builder – All Ages Welcome

$28.35 FOR MOST CLASSES

Plus 50 Business

P-BUS 105
Estate and Retirement Planning +50

This course provides an introduction to estate and retirement planning. We discuss legal tools and financial strategies for gifting, investing and tax planning. Portfolio management, wills, trusts and asset protection will also be explained.

Item6930	Sec01	0.5cr	4pm-6pm Rm1101	Th Cox, G

Tuition: $15.67
Metered on-campus parking is additional.

Starting date for this class is 1/10/2013. Ending date for this class is 1/24/2013.

P-BUS 109
Financial Management – Job or Career Change +50

If you are changing jobs or careers this class will help you manage your finances. How to budget, income allocation, and excessive debt issues will be covered. General financial and retirement planning topics such as familiarity with tax laws, roll over and distribution options to minimize taxes will be addressed.

Evening Classes

Item3049	Sec01	0.3cr	6pm-9pm Rm1814	W Israel, A

Tuition: $9.40
Metered on-campus parking is additional.

This class meets 1/30/2013 only.

Plus 50 Career

P-CAR 100
Transitions Tool Kit +50

Retirement isn't what it used to be. You might be looking for work, working longer, or have a changed financial situation. We'll cover tools and work-related skills for transition: choosing priorities, setting realistic goals, creating timelines, dealing with disruptions. You'll leave with plans you can apply now to your specific situation.

Item6903	Sec01	0.6cr	1pm-4pm Rm1402	Th Renouard, C

Tuition: $18.80
Metered on-campus parking is additional.

Starting date for this class is 1/10/2013. Ending date for this class is 1/17/2013.

P-CAR 101
Navigate a Job Search in a Difficult Market +50

Learn the most effective ways to market your job skills and gain employment in a challenging market. Course covers: development of a professional network, how to search for jobs, resume preparation, interview techniques that emphasize the benefits of hiring mature workers and closing the deal to land the job.

Item1813	Sec01	2.3cr	2pm-4:30pm Rm1401	MW Renouard, C

Tuition: $72.08
Metered on-campus parking is additional.

Starting date for this class is 1/28/2013. Ending date for this class is 3/4/2013.

Plus 50 Computer

P-CMP 100
Quick Keyboarding +50

Learn to type by touch using all your fingers and/or increase your speed and accuracy. At the end of the first session, you will be able to type all the letters of the alphabet, the horizontal numbers, comma and period on the keyboard without looking at your fingers. Using a scientifically designed book, you will see quick results.

Item6909	Sec01	0.9cr	9am-11:30am Rm5116	MTWTh Lewis, L

Required text: Skillbuilder® W/Keytimer®/CD/Card/Velco Letters (ISBN 978-0-9627395-0-7) available in campus bookstore.

Tuition: $28.21
Metered on-campus parking is additional.

Starting date for this class is 2/25/2013. Ending date for this class is 2/28/2013.

P-CMP 101
E-Mail-Outlook Basics +50

This is a great skill-building class to learn practical email basics for personal or business use. Topics: an overview of email components; an introduction to Outlook 2010; composing and organizing messages; setting up and managing contacts and to-do lists; scheduling appointments, and organizing meetings. No previous experience required.

Item3050	Sec01	1.1cr	4pm-7pm	Th
			Rm1305	Berkley, W

Required text: Fastcourse Outlook 2010 (ISBN 978-1-59136-379-8) available in campus bookstore.

Tuition: $34.47
Metered on-campus parking is additional.

Starting date for this class is 1/10/2013. Ending date for this class is 1/31/2013.

P-CMP 102
Getting Started with Computers +50

A beginning level class where you learn computer basics and practical applications for personal or business use. Topics include: overview of PC hardware and software concepts; Windows 7; word processing and spreadsheets; printing; Internet browsing, e-mail use, and computer and Internet safety. No previous experience required.

Item6913	Sec01	1.4cr	4pm-7pm	M
			Rm1305	Berkley, W

Required text: Welcome To The World Of Computers (ISBN 978-1-59136-332-3) available in campus bookstore.

Tuition: $43.88
Metered on-campus parking is additional.

Starting date for this class is 1/7/2013. Ending date for this class is 2/11/2013.

P-CMP 103
Create a Website for Fun, Profit & Business! +50

No programming required! Discover easy-to-use design tools that can build your personal or business website in 60 minutes. Topics include: using pay-per-click ads to get traffic on sites such as Google, how to get ranked by the three major search engines (SEO), tips on website design and Internet market research tools. Lecture only.

Item6915	Sec01	0.5cr	9am-3pm	Sa
			Rm1402	Boyd, K

Tuition: $15.67
Metered on-campus parking is additional.
This class meets 3/2/2013 only.

P-CMP 104
Quickbooks: A Serious Introduction +50

This hands-on class will give a quick start at using this valuable accounting software that is used by more than 80% of small to mid-sized businesses. You will learn the basics of how QuickBooks can aid you in performing daily through monthly bookkeeping and accounting operations for a business.

Evening Classes				
Item6917	Sec01	1.1cr	6pm-9pm	Th
			Rm1302	Hudson, J

Tuition: $34.47
Metered on-campus parking is additional.

Starting date for this class is 1/17/2013. Ending date for this class is 2/7/2013.

P-CMP 105
Internet Basics +50

Learn how to use the internet efficiently to search for information and to help in your job search. Practice using tools such as favorites and tabs. Learn the difference between a web site, search engines, and web software (email, social networking, the cloud). Use Microsoft Internet Explorer to learn the software and tools available to you.

Item3051	Sec01	0.8cr	9am-12pm	TWTh
			Rm5116	Campbell, C

Tuition: $25.07
Metered on-campus parking is additional.
Starting date for this class is 3/5/2013. Ending date for this class is 3/7/2013.

P-CMP 110
Windows 7 +50

What is Windows? This class is the most basic computer class, starting with the parts of the screen (the Desktop), icons, the Taskbar and the Start Menu. Learn how to open, minimize, restore and move a Window. Practice how to work with multiple windows, software programs and window browsers. Learn how to save, store and search for files.

Item3052	Sec01	0.8cr	9am-12pm	M
			Rm5116	Campbell, C

Tuition: $25.07
Metered on-campus parking is additional.

Starting date for this class is 1/7/2013. Ending date for this class is 2/4/2013.

P-CMP 114
Integrated, Self-paced Computer Lab +50

Interested in developing your skills in, Microsoft Outlook, Word, Excel, and Powerpoint? Come to a self-paced laboratory environment to work at your own pace in the company of other job seekers. A coach will help you navigate the software and help menus. Come to the Job Connections Center Computer Lab in the basement of the 5000 Building.

Item6921	Sec01	2.5cr	9am-12pm	TWTh
			Rm5116	Campbell, C

Tuition: $78.35
Metered on-campus parking is additional.

Starting date for this class is 1/8/2013. Ending date for this class is 2/14/2013.

P-CMP 129
Word 2010 Level 1 +50

Learn the basics and beyond of this robust word processing program. You will create, edit, and proofread documents, change the look of text and the document, present information in columns and tabs and work with graphics, symbols, and diagrams. Prerequisites: familiarity with the Windows environment and working with a mouse and keyboard.

Evening Classes				
Item6923	Sec01	0.8cr	6pm-9pm	T
			Rm1305	Aldrich, M

Required text: Microsoft Word 2010 Step By Step (ISBN 978-0-7356-2693-5) available in campus bookstore.

Tuition: $25.07
Metered on-campus parking is additional.

Starting date for this class is 2/5/2013. Ending date for this class is 2/19/2013.

P-CMP 131
Working with Word 2010 Level 2 +50

This class will help you go beyond the basics of word processing. You will learn how to enhance your documents with components like managing a list, customizing tables and charts, creating templates, automating mail merges, modifying pictures, and creating customized graphic elements. Prerequisite: Word 2010 Level I or equivalent.

Evening Classes				
Item6925	Sec01	0.8cr	6pm-9pm	W
			Rm1401	Saunders, S

Required text: Microsoft Word 2010 Step By Step (ISBN 978-0-7356-2693-5) available in campus bookstore.

Tuition: $34.16
Metered on-campus parking is additional.

Starting date for this class is 1/16/2013. Ending date for this class is 2/6/2013.

P-CMP 132
Working with Excel 2010 Level 1 +50

Learn the basics and beyond of creating spreadsheets. You will create, edit and format a worksheet, perform calculations, print workbook contents, filter and sort data, and work with charts. You'll learn to use the Help and other built-in tools. Prerequisites: familiarity with the Windows environment and working with a mouse and keyboard.

Evening Classes				
Item6927	Sec01	0.8cr	6pm-9pm	T
			Rm1401	Aldrich, M

Required text: Microsoft Excel 2010 Step By Step (ISBN 978-0-7356-2694-2) available in campus bookstore.

Tuition: $25.07
Metered on-campus parking is additional.

Note: Class does not meet 3/5/2013. Starting date for this class is 2/26/2013. Ending date for this class is 3/19/2013.

P-CMP 150
Working with Excel 2010 Level 2 +50

This class will help you go beyond the basics of electronic spreadsheets. You will learn how to enhance your Excel skills by calculating data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using Pivot Tables and Pivot Charts. Prerequisite: Excel 2010 Level I or equivalent.

Evening Classes				
Item6929	Sec01	1cr	6pm-9pm	W
			Rm1305	Saunders, S

Required text: Microsoft Excel 2010 Step By Step (ISBN 978-0-7356-2694-2) available in campus bookstore.

Tuition: $34.16
Metered on-campus parking is additional.

Starting date for this class is 2/13/2013. Ending date for this class is 3/6/2013.

To register for classes go to: www.shoreline.edu/50

For questions about the classes, call (206) 546-5882.

To register for class, call Enrollment Services at (206) 546-4611.

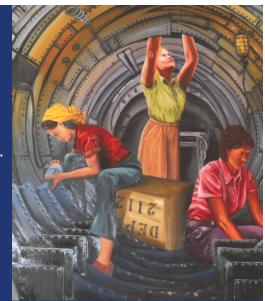## Bookstore

Room 9114 in the PUB (Building 9000) (206) 546-4732. www.shorelineccbookstore.com

Parking

A valid parking permit must be displayed in the front window of your vehicle at all times while parked on campus. (Parking permits are non-refundable.) Quartely permits good for days, nights and weekends are $15 and available at the Cashiers Office (FOSS 5200) and the Bookstore (PUB 9000.)
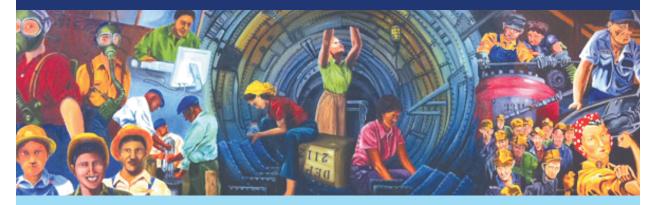Hourly and daily permits are available at six pay stations located near the parking lots.

Campus Maps

Visit http://new.shoreline.edu, select the A to Z Index and then Maps of the Campus.

This class schedule is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this class schedule shall not be construed to be an irrevocable contract between the student and the college. Shoreline Community College reserves the right to make any changes to the contents and provisions of this class schedule without notice. In addition, Shoreline Community College reserves the right to cancel classes, change class fees and/or meeting dates/times without notice.

LIMITATION OF LIABILITY: The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Mural Title: *Backbone*. To the men and women of the workforce, present and past, who dedicate their lives to making ours stronger. Unwavering work ethics and sheer determination have allowed this group to be dubbed *"The Backbone of All Civilization."*

Artists: *Clayton Ballard, Karien Balluff, China Kay, Shoreline Community College art students date completed — Summer 2010*