



NATC Courses

1/9/08

Course	Title	2 hrSessions	Prerequisites
101	Intro to Computers	2	none
103	Intro to Word Processing I	2	101
105	Organize My Computer	2	101, 103
107	Intro to Word Processing II	2	101, 103, 105
109	Intro to the Internet and E-mail	2	101, 103, 105
210	Learn To Type	4 *	103
220	More Word Processing - Part I	4	107
230	More Word Processing - Part II	4	220
250	Insert a Photo into Text	1	107
255	Holiday Correspondence	1	107
270	Making Greeting Cards	2	107
303	Intermediate Internet and E-mail	2	109
320	Scanning Pictures	1	107, 109
410	Taking Digital Snapshots	2	101
415	Quick Fix Photos	1	107
416	Detailed Photo Editing	2	107
418	Intro to Layers Using Adobe Elements	2	416
450	DVD Slide Show	1	101
460	Scanning 35 mm Slides	1	101
470	Transferring VHS Video Tapes to DVDs	1	101
625	Buy & Sell on eBay	4	107, 109
710	Intro to Spreadsheets	4	107
720	PowerPoint	2	107
750	Genealogy using Computers	1	101
770	Quicken Basics	1	101

*Sessions are 2.5 hours