

Computer Applications: Spreadsheets with Art Miller

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Tu & Th 2:00-4:00 in Room 102, Dunn Building Mount Allison

2 classes (Tu May 11 & Th May 13, 2010)

Maximum 12

Storm Policy: No classes when schools are closed in Sackville

This short course is designed for those who are experienced computer users, and will cover the basics of the creation and use of spreadsheets (Excel).

Students should bring a USB memory stick to class.

Instructor Bio:

Art Miller is a retired professor, and taught computer science at Mt.A for over 20 years. He has taught computer “literacy” courses for the Tantramar Seniors’ College

Some people are very sensitive to perfumes and other scents. Please respect a scent free environment by not using scented products. Thank you.

A note to seniors about class attendance and absenteeism....

As you know, our instructors are all volunteers, who work very hard at putting courses together. Your cooperation is appreciated in letting them know if you are unable to attend any of the classes as most instructors plan weekly classes that are appropriate to the number of registered students in the course.

If circumstances change between registration and the first class, or if you decide to withdraw after the first or second class, please email tsccordinator@nbnet.nb.ca or call 364-2780. Many courses have a wait list and this could allow someone else to take your place.

Sometimes, seniors have travel plans or medical appointments made in advance. It would help instructors to know this at registration, if possible, so that class material may be adjusted accordingly. Illness, as well as other unanticipated and unavoidable conflicts can occur. If you are able, please let your instructor know as soon as possible if you will miss a class.

Thank you!