

# COMPUTER



## WORD PROCESSING & EXCEL

Jim Cudney

This class is designed for people who want to improve and expand their computer skills. Some word processing experience is necessary. We will be reviewing procedures and commands, - save, print, spell check, cut, copy, paste, bold and italics.

**Word Art**—basic drawing tools, editing, page formatting, borders & shading, colors, inserting pictures, structure of the document, paragraph formatting, creating letters and flyers.

**Basic Excel**—class will cover the basics of formatting cells, headings, highlighted cell borders, and minor formulas. You will learn sorting, some use of functions, dollars and cents, percents, auto summing, totaling, centering, page formatting and numbering, entering cells and formatting the spreadsheet.

**\*Basic knowledge of computer required. (Minimum 9/Maximum 20)**

<b>OFFERED:</b>	Fall	Thursdays—9 weeks	7:30-9:30 PM
	Spring	Thursdays—9 weeks	7:30-9:30 PM
	Room 108	Resident Fee: \$70	Non-Resident Fee: \$75

# CULINARY ARTS

## COOKING SERIES

*This three part hands on class will teach you the basic skills and techniques you need to prepare your favorite meals.*

**3 New Courses**

### ITALIAN COOKING

Chef Eric Zitkus

This section will enhance the student's abilities and techniques in preparing and cooking pasta, sauces, vegetables, and meats found in the Italian cuisine. **There is a material fee of \$25 for this class. (Minimum 5/Maximum 12)**

<b>OFFERED:</b>	Fall	Wednesday, October 5, 2011	7:00-9:00 PM
	Spring	Wednesday, March 14, 2012	7:00-9:00 PM
	BHS Kitchen	Resident Fee: \$15	Non-Resident Fee: \$20

### MAIN COURSE COOKING

Chef Eric Zitkus

This course will teach various techniques to create dishes found from ingredients in your own refrigerators/freezers and pantry's. **There is a material fee of \$25 for this class. (Minimum 5/Maximum 12)**

<b>OFFERED:</b>	Fall	Wednesday, October 12, 2011	7:00-9:00 PM
	Spring	Wednesday, March 21, 2012	7:00-9:00 PM
	BHS Kitchen	Resident Fee: \$15	Non-Resident Fee: \$20

### MEDITERRANEAN COOKING

Chef Eric Zitkus

In this class students will be taught how to make healthy, delicious and classic Mediterranean dishes. **There is a material fee of \$25 for this class. (Minimum 5/Maximum 12)**

<b>OFFERED:</b>	Fall	Wednesday, October 19, 2011	7:00-9:00 PM
	Spring	Wednesday, March 28, 2012	7:00-9:00 PM
	BHS Kitchen	Resident Fee: \$15	Non-Resident Fee: \$20

### CUPCAKE DECORATING

Roseann Atkins-Certified Pastry Chef



Learn to decorate cupcakes like a pro, just in time for Halloween. Two hours of cupcake fun. We will even make our themed cupcake wraps! You will need to bring one dozen baked cupcakes, plenty of icing and something to carry your creations home in. the rest of the decorating supplies will be provided by the instructor. **There is a material fee of \$6 for this class. (Minimum 5/Maximum 12)**

<b>OFFERED:</b>	Fall	Thursday, October 27, 2011	7:00-9:00 PM
	Teachers Café	Resident Fee: \$15	Non-Resident Fee: \$20