

Self-paced Computer Lab Spring 2012 (Term 2122)

Windows 7 and Office 2010 Courses

Class No.

- 21692 - Windows Intro (10-103-111)
- 21693 - Word Intro (10-103-121)
- 21694 - Word Part 2 (10-103-122)
- 21695 - Excel Intro (10-103-131)
- 21696 - Excel Part 2 (10-103-132)
- 21697 - Access Intro (10-103-141)
- 21698 - Access Part 2 (10-103-142)

Class No.

- 21699 - PowerPoint Intro (10-103-151)
- 21700 - Expression Web (10-103-163)
- 21701 - Publication Software-Publisher (10-103-165)
- 21702 - Keyboarding (10-106-145)
- 21703 - Keyboarding Speed Building 1 (10-106-107)
- 21704 - Keyboarding Speed Building 2 (10-106-112)

Important Dates

- Open registration begins November 17, 2011 (Thursday)
- Orientation January 12, 16, and 17 (see calendar on back)
- Last day for credit by exam if enrolled January 25, 2012 (Wednesday)
- Last day to enroll (if space is still available)..... March 8, 2012 (Thursday)
- Last day to withdraw March 27, 2012 (Tuesday)
- All Assignments due May 8, 2012 (Tuesday, 7:20 p.m.)
- Final exams due..... May 15, 2012 (Tuesday, 7:20 p.m.)

Lab attendance is required to submit work and for the final exam. You can find additional information on these courses at www.nwtc.edu, click on *Ways of Learning* and then *Self-Paced*. If you have additional questions, call the Self-Paced Lab, 920-498-6304 or 1-800-422-NWTC, Ext. 6304.

NWTC-Green Bay Self-Paced Lab Hours (Room B1209)

(Instructor Assistance Available)

January 12 – May 15, 2012

January 12th - 25th and May 3rd - 15th

Monday through Thursday 8:30 a.m. - 7:20 p.m.

Remainder of the semester*

Monday through Thursday 8:30 a.m. - 6:20 p.m.

Friday 8:30 a.m. - 3:20 p.m.

Saturday..... 8:00 a.m. - 11:50 a.m.**

*Open Spring Break – open Tuesday thru Thursday - see calendar for hours.

**Please see calendar for lab availability on Saturdays.

Register online at <http://www.nwtc.edu> and click on *my.NWTC* or in person or call 920-746-4900 (1-800-422-NWTC-Ext. 4900). Tuition costs are available by clicking on *What Classes are Available?* (home page) and opening the *Timetable pdf* file. For book prices go to *my.NWTC* and click on the *Bookstore* tab.

Orientation

Windows 7 & Office 2010	Keyboarding & Speed Buildings
January 12..... 9:30, 1:30, and 5:30	January 16.....10:30
January 16 9:30, 1:30, and 5:30	January 17 2:30
January 17 9:30, 1:30, and 5:30	

(Calendar on other side.)

Spring 2012 – Self-paced Lab Schedule

~ January 2012 ~					
Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12 <i>Classes Start</i>	13	14
16	17	18	19	20	21
23	24	25 <i>Last Day for Credit by Exam</i>	26	27	28 <i>Closed</i>
30	31				
~ February 2012 ~					
Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4
6	7	8	9	10	11 <i>Closed</i>
13	14	15	16	17	18
20	21	22	23	24	25 <i>Closed</i>
27	28	29			
~ March 2012 ~					
Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3
5	6	7	8 <i>Last day to enroll</i>	9	10 <i>Closed</i>
12 <i>Closed</i>	13 8:30am - 3:20pm	14 8:30am - 7:20pm	15 8:30am - 3:20pm	16 <i>Closed</i>	17 <i>Closed</i>
19	20	21	22	23	24
26	27 <i>Last Day to Withdraw</i>	28	29	30	31 <i>Closed</i>
~ April 2012 ~					
Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7
9	10	11	12	13	14 <i>Closed</i>
16	17	18	19	20	21
23	24	25	26	27	28 <i>Closed</i>
30					
~ May 2012 ~					
Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5
7	8 <i>Last day to submit assignments</i>	9	10	11	12
14	15 <i>Final Exams Due</i>	16 <i>Lab Closed for Grading</i>			