

ADULT EDUCATION PROGRAMS 736-8787

Diploma Program: Students 18 years of age or older who have completed at least 16 units of credit may enroll to complete the requirements for a South Carolina High School Diploma. Classes are offered Monday through Thursday, 8:30am-12:35pm and 6-8pm. Students must bring a copy of their latest transcript with exit exam scores when registering.

General Education Development (GED): This course is designed to prepare students for the GED exam. Classes are held Monday through Thursday 8:30am-10:30am, 10:30am-12:30pm, 2-4pm and 6-8pm.

English as a Second Language: Learn English with culture and community understanding. Classes are held at Windsor United Methodist Church Tuesday– Thursday 9:30am-noon.

Skills Lab: Mondays and Wednesdays 8:30am– 10:30am for persons 22 and older.

WorkKeys: Evaluates and prepares persons for jobs in companies that use the WorkKeys assessment for employment. Wednesdays, 10:30am-12:35pm, and Mondays and Wednesday 2pm-4pm.



**Richland School
District Two**

**W.R. Rogers Adult and Continuing
Education Center
750 Old Clemson Road
Columbia, SC 29229**

**Phone: 803 736-8787
Fax: 803 736-8785
E-mail: pwilson@aec.richland2.org**

**Richland School
District Two**

**Community
Education
Classes
Fall 2009**

**W.R. Rogers Adult
Continuing and
Technology Center
750 Old Clemson
Road
736-8787**



Computer Classes

You may register until classes begin however, early registration is recommended as courses fill early. We reserve the right to cancel offerings due to insufficient enrollment. Classes meet at the W.R. Rogers Center, 750 Old Clemson Road.

Computer classes are \$60. Senior citizens, 60 and over may take classes for \$30.

Class size is limited to 10 to insure each student time and practice.



Introduction to Computers

Perfect for beginners!! If you have little exposure to personal computers and software programs, and want to explore the computers potential, then this course is for you. We'll begin with a basic introduction to the keyboard and mouse, and learn how to open and close windows, files and folders. You will also be introduced to word processing ,the Internet, and emailing.



Sept.14-Oct.12	1-3 PM	Mon/Wed
Oct.15-Nov.10	1-3 PM	Tue/Thurs

Introduction to Computers II-This

class is for persons who have completed the Introduction to Computer class and would like to further their training. This class addresses your special concerns and builds your confidence and skills.

Sept.15-Oct. 8	1-3 PM	Tues/Thurs
Oct.19-Nov.11	1-3 PM	Mon/Wed

Digital Photography- Organizing Your Photographs-

You have a digital camera...NOW WHAT? Learn how to download photos from your camera, organize them in your files and email them. Learn how to upload your photos from your files to print your pictures at local photo stores. Learn how to edit and print your photos. \$30 Per Person

Nov 30-Dec9	1-3 PM	Mon/Wed
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Ebay The Right Way-

Have you ever wanted to buy or sell on EBay? Come learn the basis of Ebay and Paypal. \$30 Per Person.

Dec1-Dec10	1-3 PM	Tues/Thurs
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COMMUNITY EDUCATION COURSE REGISTRATION FORM

Name _____ Street _____
 City _____ Zip _____ Telephone _____ Cell phone _____

Please print the class title and the date/times for which you are registering. The fee is Non-refundable unless the school cancels the class. Please make checks payable to Richland School District Two. Register by mail- enclose your check and registration form to: Community Education, 750 Old Clemson Road, Columbia, SC 29229 or in person.

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Office Use: Amount Paid: _____ Check Number _____ Receipt Number _____