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October 7, 2009

For immediate release

Contact: Marsha Thiessen at 419-559-2255

Terra's Kern Center Offering Instructor-Led Computer Courses in Ottawa County

The Kern Center for Community and Industrial Development at Terra Community College offers a variety of non-credit courses and seminars for individuals and businesses.

The following list includes the instructor-led computer courses this fall in Ottawa County:

- **Computer 101: Basic Computer Use** – Learn everything you need to know to get started on your computer. 1 to 4 p.m. Mondays for four sessions beginning Oct. 26. Cost: \$79.
- **Internet and Email** – Learn how to explore the Internet and use this enormous resource that connects a computer user to the World Wide Web. 1 to 4 p.m. Mondays for four sessions beginning Nov. 23. Cost: \$79.
- These Microsoft Word seminars are designed to prepare students for Microsoft Office Specialist certifications.
 - **Microsoft Word 2003 Level I** –8:30 a.m. to 4:30 p.m. Oct. 21. Cost: \$99.
 - **Microsoft Word 2003 Level II** - 8:30 a.m. to 4:30 p.m. Oct. 28. Cost: \$99.
 - **Microsoft Excel 2003 Level I** - 8:30 a.m. to 4:30 p.m. Nov. 4. Cost: \$99.
 - **Microsoft Excel 2003 Level II** - 8:30 a.m. to 4:30 p.m. Nov. 18. Cost: \$99.
 - **Microsoft Excel 2003 Level III** – 8:30 a.m. to 4:30 p.m. Dec. 2. Cost: \$99.
 - **Microsoft PowerPoint 2003 Level I** – 8:30 a.m. to 4:30 p.m. Dec. 9. Cost: \$99.
- **PowerPoint 2003 Level II** – Learn how to create special professional presentations with PowerPoint. 8:30 a.m. to 4:30 p.m. Dec. 16. Cost: \$99.

- **QuickBooks Pro-The Basics** – QuickBooks Pro will help you improve your small business accounting. 1 to 4 p.m. Fridays for three sessions beginning Oct. 16. Cost: \$129.

To register or for more information, call Marsha at 419-559-2255.