

NON PROFIT ORG.  
U.S. POSTAGE  
PAID  
DURANGO, CO  
PERMIT NO. 700

Adult Education Center  
701 Camino del Rio, Ste. 301  
Durango, CO 81301

**Save the Date!**  
**Spellebration**  
Wed, February 1  
5:30-7:30 pm  
Henry Strater Theatre  
Annual Snowdown spelling contest  
Fundraiser for the Center

**DURANGO  
ADULT EDUCATION  
CENTER**

Winter/Spring/Summer  
2012

Celebrating 25 Years  
of helping adults  
*Learn • Grow • Succeed*

- **Computer Classes**
- **Enrichment Classes**
- **Language Classes**

Senior Discount:  
10% off all classes

Office Hours:  
Monday—Thursday  
8:30—4:30 pm

701 Camino del Rio, Ste. 301  
Durango, CO 81301  
(970) 385-4354 • Fax (970) 385-7968  
[www.duranogaec.org](http://www.duranogaec.org)

Partner Agency of:



**LANGUAGE CLASSES** *CONT.*

**INTRODUCTION TO JAPANESE** \$130  
Introduction to speaking, writing, and reading Japanese. Learn from a native speaker. The class will cover Hiragana and roman letters. Class participants will be required to purchase the textbook: Japanese from Zero 1. No prior language experience is necessary.

Jan. 31—Mar. 29      Tues. & Thurs.      5:30—7 pm

**INFORMAL PORTUGUESE** \$95  
Join us for this very informal introduction to Portuguese. The class will briefly cover basic greetings, important verbs, and useful expressions and slang for travel to Brazil. No prior language experience is necessary.

Mar. 27—May 22      Tuesdays      5:30—7pm

**ENRICHMENT CLASSES**

**COLLEGE PREPARATION** \$100  
Want to succeed in college? Need help with math, writing, and reading skills or not sure how to study effectively for tests and essay exams? Join our experienced college instructors in this 6-week course to review and strengthen the skills you need to succeed in college.

Jan. 2—March 1      Mon.—Thurs.      1:40—3:00 pm

**RESUME RE-DO** \$30  
Want to make your resume stand out in this competitive job market? Learn what it takes to update your resume using simple techniques and key words. Bring a resume to review.

Saturday, Mar. 10      9—11 am



**GED CLASSES**

**GED PREPARATION** \$20  
Small classes and private tutoring to prepare for the General Educational Development (GED) available August through July.

**READING CLASSES**

**LINDAMOOD-BELL METHOD READING** TBD  
Improve your reading and spelling using this nationally recognized multi-sensory method of teaching. Improve 7 grade levels after 80 hours of instruction.

Classes scheduled by appointment.

Class proceeds benefit our core programs:

- GED Preparation Classes
- English for Speakers of Other Languages
- Basic Skills Classes
- Family Literacy

**SAVE THE DATE!**



**WANTED: ENCHANTED SPELLERS!**

For: **Spellebration 2012**  
spelling showdown of Snowdown

What: Annual fundraiser for the Dgo. Adult Education Center w/prizes for every team

When: **Wednesday, February 1**

Time: 5:30—7 pm

Where: Henry Strater Theatre

Cost: \$175 per team of 3 (tax deductible)



*Great fun filled, family event!*

# COMPUTER CLASSES

## COMPUTING FUNDAMENTALS **\$60**

Pre-requisite: None  
Covers subjects needed for a foundational understanding of computing, including knowledge and use of computer hardware, software, and operating. Will also include an introduction to all Windows platforms.

Jan. 23—Feb. 1	M / W	1:30—3 pm
Feb. 27—Mar. 7	M / W	3:30—5 pm
Apr. 17—Apr. 26	T / TH	3:30—5 pm
May 1—May 10	T / TH	5:30—7 pm

## WORD I **\$60**

Pre-requisite: Basic computer knowledge.  
How to start and exit Word, use menus and toolbars, work with files, create documents, manipulate, edit and format text and print files.

Feb. 6—Feb. 15	M / W	1:30—3 pm
Feb. 27—Mar. 8	M / W	1:30—3 pm
Mar. 27—Apr. 5	T / TH	3:30—5 pm
May 8—May 17	T / TH	5:30—7 pm

## OFFICE 2007 TO IMPROVE JOB SKILLS **\$115**

Pre-requisite: Knowledge of Windows.  
Learn tips on how to use Office 2007 to increase your office productivity with word processing, spreadsheets, database and presentations. The class will briefly cover MS Access, Excel, Publisher, Powerpoint and Web Page Design programs.

Jan. 24—Feb. 16	T / TH	1:30—3 pm
Mar. 26—Apr. 25	M / W	3:30—5 pm
May 1—May 24	T / TH	1:30—3 pm

## WORD II **\$115**

Pre-requisite: Word I class or knowledge of Word.  
Use columns, styles and templates, mail merge, manage files, and create forms, number pages, insert pictures, work with lines, shapes, text boxes, and tables.

Feb. 28—Mar. 22	T / TH	5:30—7 pm
Apr. 30—May 23	M / W	3:30—5 pm

## EXCEL I **\$115**

Pre-requisite: Basic computer knowledge.  
Create worksheets, enter data, copy and move data, manipulate columns and rows, create simple formulas.

Jan. 23—Feb. 15	M / W	3:30—5 pm
Mar. 27—Apr. 26	T / TH	1:30—3 pm
Apr. 30—May 23	M / W	5:30—7 pm

## EXCEL II **\$115**

Pre-requisite: Excel I class or knowledge of Excel.  
Covers pivot table and pivot chart reports, macros, data tables, goal-seeking scenarios, extracting data, creating hyperlinks and integrating applications.

Feb. 27—Mar. 21	M / W	5:30—7 pm
May 1—May 24	T / TH	5:30—7 pm



## DIGITAL PHOTOGRAPHY **\$115**

Pre-requisite: Basic computer knowledge.  
Get hands-on practice on how to take beautiful pictures on your digital camera. The class will cover: how to take photos, how to use your camera, how to edit and manipulate your photos, email and print. Will also cover memory usage, resolution, and file management.

Feb. 27—Mar. 21	M / W	1:30—3pm
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## DESIGNING FLYERS AND BROCHURES **\$115**

Pre-requisite: Knowledge of Windows.  
Create professional flyers and brochures using MS Publisher. Learn how to use textboxes, backgrounds and images. Will also cover design and publishing issues.

Feb. 28—Mar. 22	T / TH	3:30—5 pm
Apr. 30—May 23	M / W	1:30—3 pm

## WEB PAGE DESIGN **\$115**

Pre-requisite: Basic computer knowledge.  
Use simple HTML editor Netscape Composer as well as looking at a more advanced editor, Dreamweaver. The main goal of the class is the creation of your own simple static web page.

Jan. 24—Feb. 16	T / TH	5:30—7 pm
Mar. 27—Apr. 26	T / TH	5:30—7 pm

## ADOBE PHOTOSHOP **\$115**

Pre-requisite: Moderate computer knowledge.  
Intro class to learn how to create, edit, and adjust digital images and prepare them for print and web using Adobe Photoshop. Will also explore essential skills such as color correction, making selections, masking, cropping, compositing, retouching, and adding effects.

Jan. 24—Feb. 16	T / TH	3:30—5 pm
Mar. 26—Apr. 25	M / W	5:30—7 pm

## GOOGLE USE AND BEYOND **\$35**

Pre-requisite: Moderate computer knowledge.  
Join us and explore the power of Google® beyond it's use as a search engine. There are many free programs that allow you to share calendars, pics, videos, build web pages and more.

Saturday, Feb. 11	9—1 pm
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## KEYBOARDING **\$60**

Pre-requisite: None  
Learn beginning typing skills on a computer. This introductory class will allow students to master the keyboard utilizing computer programs to improve typing skills.

Mar. 26—Apr. 4	M / W	1:30—3 pm
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# LANGUAGE CLASSES

## SPANISH **\$130 / \$90**

All Spanish classes require a placement test.  
Class prices vary according to total class time.

### Session I—Jan. 16—Mar. 8

True Beginners	M / W	7—9 pm
Beginners I	M	5—7 pm
Beginners II	T	5—7 pm
Intermediate I	M	3—5 pm
Intermediate II	TH	3—5 pm
Beginner Conversation	W	3—5 pm
Mid-level Conversation	W	5—7 pm
Advanced Conversation	T	3—5 pm
Mid-level Grammar	TH	5—7 pm
Advanced Grammar	T	10:30—12:30 pm
Readers I	TH	10:30—12:30 pm
Readers II	W	10:30 - 12:30 pm

### Session II—Mar. 19—May 17

True Beginners	M / W	5—7 pm
Basic Elements "A"	TH	3—5 pm
Beginners I	M	7—9 pm
Beginners II	T	7—9 pm
Intermediate I	W	3 - 5 pm
Intermediate II	T	10:30—12:30 pm
Beginner Conversation	T	5—7 pm
Mid-level Conversation	TH	5—7 pm
Advanced Conversation	T	3—5 pm
Advanced Grammar	M	10:30—12:30 pm
Readers I	TH	10:30—12:30 pm
Readers II	W	10:30 - 12:30 pm

## TRAVEL SPANISH **\$90**

This class is for those people traveling to Mexico and interested in learning useful words and phrases. Emphasis on speaking and building vocabulary, while reinforcing the basic principles of grammar and provide a general understanding of the culture.

Jan. 17—Mar. 6	Tuesdays	7—9 pm
Mar. 22—May 17	Thursdays	7—9 pm

## HOSPITALITY SPANISH **\$90**

Learn basic vocabulary and phrases for hospitality workers. No prior Spanish experience necessary.

Jan. 19—Mar. 8	Thursdays	7—9 pm
Mar. 22—May 17	Thursdays	7—9 pm



## COMMUNITY EDUCATION REGISTRATION FORM

Today's Date \_\_\_\_\_ Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_

Country Resident \_\_\_\_\_ City Resident \_\_\_\_\_ Home Phone \_\_\_\_\_ Age \_\_\_\_\_ Ethnicity: Asian Black Hispanic Native American White Other

Class Name \_\_\_\_\_ Class Dates \_\_\_\_\_ Fee \$ \_\_\_\_\_

Class Name \_\_\_\_\_ Class Dates \_\_\_\_\_ Fee \$ \_\_\_\_\_

I understand class fees will be refunded only if requested 2 days BEFORE the class date. **Total Enclosed \$ \_\_\_\_\_**

I understand that the class may be cancelled if the minimum number is not met. I am taking this class for: Business \_\_\_\_\_ Pleasure \_\_\_\_\_

Signature \_\_\_\_\_

Credit card payment: Visa / Mastercard Account #: \_\_\_\_\_ Expiration: \_\_\_\_\_ V-code: \_\_\_\_\_

Please mail and make checks payable to: **Durango Adult Education Center 701 Camino del Rio, Ste. 301 Durango, CO 81301**