



COMPUTERS

Computers I

Explains in layman terms the different hardware and software components of a personal computer. Learn and customize the desktop, start menu and taskbar. Understand Windows Operating System elements; move/resize/maximize/minimize windows. Covers browsing the Internet and e-mail skills such as creating, replying, sending & receiving attachments. Textbook in college bookstore. (9 hrs, .9 CEUs)
Instructor: Dan Hall

- ▶ 2/2-2/16, Tuesday, 6-9pm, 3 sessions. \$139. EYF 201 231-2
- ▶ 6/1-6/15, Tuesday, 6-9pm, 3 sessions. \$139. EYF 201 231-3

Computers II

An introduction to Microsoft Word & Excel. Learn to save and open files, create letters and basic spreadsheets. Learn about file management—saving, deleting, renaming, organizing, moving and finding. Bring problems from home and work. Textbook in college bookstore (same as Computers I). (9 hrs, .9 CEUs)
Instructor: Dan Hall

- ▶ 3/2-3/16, Tuesday, 6-9pm, 3 sessions. \$139. EYF 202 231-2
- ▶ 7/6-7/20, Tuesday, 6-9pm, 3 sessions. \$139. EYF 202 231-3

Microsoft Office 2007 - Level I

Microsoft Office 2007 is a suite of programs, each with its own function designed to work together to share information and create a variety of files. Topics include: overview of MS 2007, creating documents with MS Word, file management, saving, renaming, and organization. Textbook in college bookstore. (9 hrs, .9 CEUs)

Instructor: Dan Hall

- ▶ 4/6-4/20, Tuesday, 6-9pm, 3 sessions. \$139. EYF 286 231-2
- ▶ 8/3-8/17, Tuesday, 6-9pm, 3 sessions. \$139. EYF 286 231-3

Microsoft Office 2007 - Level II

Continue the exploration into MS Office 2007. Topics include: Excel & PowerPoint. Learn to create spreadsheets and design and run a professional quality presentation. Textbook in college bookstore (same as MS Office 2007 Level I). (9 hrs, .9 CEUs)

Instructor: Dan Hall

- ▶ 5/4-5/18, Tuesday, 6-9pm, 3 sessions. \$139. EYF 287 231-2

COMPUTER CERTIFICATION

Microsoft Office 2007 Applications Certificate - Level I

Gain the valuable training necessary to compete in the job market of today through instruction in Windows XP and the Microsoft Office 2007 applications: Excel, PowerPoint, Word, Access, & Outlook. This training provides a solid foundation of basic business skills for those who want to be an effective employee in an office environment.

Textbook in college bookstore. (30 hrs, 3 CEUs)

Instructor: Dan Hall

- ▶ 3/18-5/20, Thursday, 6-9pm, 10 sessions. \$435. EYF 522 231-2

Microsoft Office 2007 Applications Certificate - Level II

This course provides additional training necessary to compete in the job market of today through instruction in Windows XP and the Microsoft Office applications: Word, Excel, PowerPoint, Access, Publisher, MS Project, and Quickbooks. This training will help you become more efficient in the use of your time when work-related responsibilities involve computer technology. Textbook in college bookstore (same as MS Office 2007 Applications Level 1) (21 hrs, 2.1 CEUs)

Instructor: Dan Hall

- ▶ 1/21-3/4, Thursday, 6-9pm, 7 sessions. \$305. EYF 264 231-2
- ▶ 7/8-8/19, Thursday, 6-9pm, 7 sessions. \$305. EYF 264 231-3

Advanced Microsoft Project 2007

Learn how to track work by updating the progress of tasks, analyze your overall plan, reschedule tasks, format a project file, print views and reports, create custom reports, project views, tables, and create macros. Prerequisite: Intro to MS Project 2007. Textbook in college bookstore. (9 hrs, .9 CEUs)

- ▶ 5/12-5/26, Wednesday, 6-9pm, 3 sessions. \$139. EYF 283 231-2
- ▶ 8/11-8/25, Wednesday, 6-9pm, 3 sessions. \$139. EYF 283 231-3

Advanced Microsoft Publisher 2007

Develop your own personal web page or an entire site using MS Publisher. By the end of the course you will have a complete Web product, ready to upload an IP server. Prerequisite: Intro to MS Publisher 2007. Textbook in college bookstore. (9 hrs, .9 CEUs)
Instructor: Jan Gardner

- ▶ 4/12-4/26, Monday, 6-9pm, 3 sessions. \$139. EYF 284 231-2
- ▶ 7/12-7/26, Monday, 6-9pm, 3 sessions. \$139. EYF 284 231-3

Advanced Photoshop CS4

Insider secrets to stunning images. The details that can make the ordinary image extraordinary. You will learn special effects and tricks used by the pros. Previous knowledge of Photoshop required. (6 hrs, .6 CEUs)

Instructor: Raymond Akey

- ▶ 5/1-5/8, Saturday, 9am-noon, 2 sessions. \$99. EYF 530 261-2
- ▶ 8/14-8/21, Saturday, 9am-noon, 2 sessions. \$99. EYF 530 261-3

Intro to Microsoft Project 2007

Includes defining/planning a project, working with tasks, creating task relationships, using a Gantt chart and a Gantt table, assigning and modifying resources, viewing a PERT chart, viewing a calendar and creating filters. Convert lists and schedules, organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances. Textbook in college bookstore. (9 hrs, .9 CEUs)

- ▶ 4/7-4/21, Wednesday, 6-9pm, 3 sessions. \$139. EYF 297 231-2
- ▶ 7/7-7/21, Wednesday, 6-9pm, 3 sessions. \$139. EYF 297 231-3

Intro to Microsoft Publisher 2007

Learn to use MS Publisher to develop printed materials as well as web-based products. You will learn to use all of the basic functions of the software; develop text and graphic objects; hyperlink to other files, pages and to the web. Textbook in college bookstore. (9 hrs, .9 CEUs)
Instructor: Jan Gardner

- ▶ 3/1-3/15, Monday, 6-9pm, 3 sessions. \$139. EYF 298 231-2
- ▶ 6/7-6/21, Monday, 6-9pm, 3 sessions. \$139. EYF 298 231-3

Intro to Photoshop CS4

If you are a photographer, a graphic artist, or just want to alter old family photos, Adobe Photoshop is a program you need to learn. This hands-on, project-oriented course is filled with detailed, step-by-step instructions on how to edit photos and prepare images for printing. Remove flaws, correct poor exposure, or add new elements using the latest techniques. No prior artistic ability or Photoshop experience needed. (6 hrs, .6 CEUs)
Instructor: Ray Akey

- ▶ 3/20-3/27, Saturday, 9am-noon, 2 sessions. \$99. EYF 525 261-2
- ▶ 7/10-7/17, Saturday, 9am-noon, 2 sessions. \$99. EYF 525 261-3

Marketing Your Business Using MS Publisher

This course will teach you how to use this low-cost tool to produce flyers, brochures, business cards and postcards. Using templates, master pages and color schemes you will create consistent branding for your company, products and services. Prerequisites: MS Windows and basic keyboarding skills. (5 hrs)
Instructor: Shelly Gabel

- ▶ 4/7-4/14, Wednesday, 6-8:30pm, 2 sessions. \$65. ENF 295 231-2

Quickbooks Pro Basics & Payroll

Designed to introduce new or current Quickbooks users to the many functions/options that make this application so popular. Function overview: working with lists/registers/invoices/accounts receivable and payable/reconciling accounts, setting up inventory/working with bank accounts/form letters/analyzing financial data/payroll/job estimates/progress invoice/time tracking and how to back up and restore files. Textbook in college bookstore–optional. (15 hrs, 1.5 CEUs)

Instructor: Dan Hall

- ▶ 3/1-3/29, Monday, 6-9pm, 5 sessions. \$195. EYF 521 231-2
- ▶ 5/17-6/21, Monday, 6-9pm, 5 sessions. \$195. EYF 521 232-2
- ▶ 7/12-8/9, Monday, 6-9pm, 5 sessions. \$195. EYF 521 231-3

What do These Numbers Mean? Using Excel to Manage Your Business.

Overwhelmed by daily transactions, monthly numbers and detailed expenses? Need to make timely and informed business decisions? Learn how to turn accounting data into information using Excel reporting and charting techniques. This course will teach you how to turn a mountain of data into actionable information. (5 hrs)

Instructor: Shelly Grabel

- ▶ 4/21-4/28, Wednesday, 6-8:30pm, 2 sessions. \$65. ENF 297 231-2

