

# COMPUTERS



## 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. Approved for Department of Labor Funding. (30 hrs, 3 CEUs)

Instructor: Jan Gardner

- ▶ 9/30-12/9, Thursday, 6-9pm, 10 sessions. \$435. EYF 522 231

## Blogging for Beginners

Explore how to choose a topic to blog about, select a blog provider, design and write your blog, shoot photos and videos for your blog and view everyone's blog progress, and more. (3hrs, .3 CEUs)

- ▶ 9/25, Saturday, 9 am-noon, 1 session. \$39. EYF 531 261

## Introduction to Computers

Explains in layman's 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)

- ▶ 10/5-10/19, Tuesday, 6-9pm, 3 sessions. \$139. EYF 201 231

## **Introduction to Microsoft Word & Excel**

Discover how 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)

- ▶ 11/9-11/23, Tuesday, 6-9pm, 3 sessions. \$139. EYF 202 231

## **Microsoft Office 2007 - Level I**

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: Celine Stuart

- ▶ 11/30-12/14, Tuesday, 6-9pm, 3 sessions. \$139. EYF 286 231

**Starting a new career as a Medical Office Assistant, Receptionist or Technician?** MS Office 2007 – Level I will satisfy the prerequisite for these courses. Enhance your skills with Computers in the Medical Office (page 6) and Electronic Health Records (page 17).

## **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. Text available in college bookstore (same as MS Office 2007 - Level I). (9 hrs, .9 CEUs)

Instructor: Celine Stuart

- ▶ 8/31-9/14, Tuesday, 6-9pm, 3 sessions. \$139. EYF 287 231
- ▶ 1/11-1/25, Tuesday, 6-9pm, 3 sessions. \$139. EYF 287 231-2

## **Introduction to Microsoft Project 2007**

Includes defining/planning a project, working with tasks, creating task relationships, using a Gantt chart and 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)

- ▶ 10/6-10/20, Wednesday, 6-9pm, 3 sessions. \$139. EYF 297 231

## **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)

- ▶ 11/3-11/17, Wednesday, 6-9pm, 3 sessions. \$139. EYF 283 231

## **Introduction to Microsoft Publisher 2007**

Use MS Publisher to develop printed materials as well as Web-based products. Utilize 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

- ▶ 11/1-11/15, Monday, 6-9pm, 3 sessions. \$139. EYF 298 231

## **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

- ▶ 11/29-12/13, Monday, 6-9pm, 3 sessions. \$139. EYF 284 231

## **Introduction 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

- ▶ 10/9-10/16, Saturday, 9am-noon, 2 sessions. \$99. EYF 525 261

## **Advanced Photoshop CS4**

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

Instructor: Ray Akey

- ▶ 11/13-11/20, Saturday, 9am-noon, 2 sessions. \$99. EYF 530 261

## **Quickbooks Pro Basic & 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

- ▶ 9/20-10/18, Monday, 6-9pm, 5 sessions. \$195. EYF 521 231
- ▶ 11/15-12/13, Monday, 6-9pm, 5 sessions. \$195. EYF 521 232

## **Twitter, Tivo, Facebook and More!**

Explore the latest social networking technologies and instant communication tools, including E-Commerce, e-mail, cell and I-phones, Wikis, blogs, RSS feeds, podcasting, instant messaging, Twitter and more. (6hrs, .6 CEUs)

- ▶ 12/4-12/11, Saturday, 9am-noon, 2 sessions. \$79 EYF 532 261

# **Office of Management and Budget**



## ***Computer Training for State Employees***

- MS Office 2007 Applications Certificate, Level I
- Introduction to Computers
- Introduction to MS Word and Excel
- MS Office 2007, Level I
- MS Office 2007, Level II
- Introduction to MS Project 2007
- Advanced MS Project 2007
- Intro to MS Publisher 2007
- Advanced MS Publisher 2007
- Intro to Photoshop CS4
- Advanced Photoshop CS4
- Quickbooks Pro Basic & Payroll

For dates and details visit:  
***[www.delawarepersonnel.com/training](http://www.delawarepersonnel.com/training)***

## Looking for a Career Change? Check out these Certification Programs!

- Certified Nursing Assistant\*
- Charter Captain
- Flagger Certification
- Health Information Specialist\*
- Medical Office Assistant\*
- Medical Office Receptionist\*
- Medical Transcriptionist\*
- Medical Office Technician\*
- Microsoft Office 2007\*
- Pharmacy Technician\*
- Polysomnography\*
- Professional Bartending
- Real Estate Sales
- Training for Early Care & Education (TECE) I-II\*
- Veterinary Assistant Training Certificate Program\*

\*FREE training is available for qualified applicants.  
Call 302-854-6966 for more information.

Earn your career certificate online at your convenience.  
For information, visit our web site  
at [www.dtcc.edu/owens/ccp/internet](http://www.dtcc.edu/owens/ccp/internet).



### Online Certificates

- Administrative Medical Assistant
- Certified Bookkeeper
- Clinical Dental Assistant
- Freight Brokers/Agent Training
- Graphic Design
- Multimedia Design

Call 302-856-5400, ext.9928  
for additional certificate programs