

Danville Area Community College Community Education

Spring 2008 Classes

COMPUTER/TECHNOLOGY

FOR BEGINNERS ONLY

Village Mall \$96

If you have little or no computer experience this is the course for you. Topics include: terminology, (learning the lingo) and components of a computer system. Hands-on labs give students experience with basic window system operations such as creating and saving files. Basic word processing, email and surfing the web are included. Hands-on demo include digital photos, burning CD's, and flash drives.

February 6-27, Wednesdays 5:30-8:30 p.m.
 March 18-April 8, Tuesdays 9 a.m.-12:00 p.m.
 July 10-31, Thursdays 5:30-8:30 p.m.

WORD

Village Mall \$96

LEVEL I--The course will give students a thorough understanding of the features of Microsoft Word. Students will be able to create, edit, format, and print Word documents that include outlines, tables, styles, and sections. Other essential topics including printing, saving, and retrieving files are also covered. Students will create a newsletter that uses columns, drawings, and object linking and embedding. Students will learn how to use the Workgroups features of Word, how to create Forms, Master Documents, and Macros.

January 10-31, Thursdays 5:30-8:30 p.m.
 March 19-April 9, Wednesdays 9 a.m.-12:00 p.m.
 June 3-24, Tuesdays 5:30-8:30 p.m.

LEVEL II--Students will practice working with graphics, using advanced formatting options, using headers and footers, working with columns, using styles, creating and formatting tables, using basic collaboration features, and working with charts, diagrams, and organizational charts.

February 21-March 13, Thursdays 5:30-8:30 p.m.
 April 23-May 14, Wednesdays 9 a.m.-12:00 p.m.
 July 1-22, Tuesdays 5:30-8:30 p.m.

EXCEL

Village Mall \$96

LEVEL I--This course will give students a working knowledge of electronic spreadsheets, what they are and how to use them. Students will be able to create and format Excel spreadsheets that include charts and multiple worksheets. Students will be able to create and execute formulas and use the Excel functions. Data sorting and manipulation are also covered. Students will learn to work with the workgroup features of Excel. Students will learn to import data into an Excel spreadsheet and will work with the data using the data management functions of Excel.

January 8-29, Tuesdays 9 a.m.-12:00 p.m.
 March 12-April 2, Wednesdays 5:30-8:30 p.m.
 April 25-May 16, Fridays 1-4 p.m.
 July 11-August 1, Fridays 5:30-8:30 p.m.

LEVEL II--Students will practice using multiple worksheets, manipulating screen display, working with advanced functions, using advanced formatting features, using advanced print options, filtering lists using AutoFilter, working with names, protecting data, using basic integration and web features, using comments, and working with charts.

Feb. 12-March 4, Mondays 9 a.m.-12:00 p.m.
 April 16-May 7, Wednesdays 5:30-8:30 p.m.
 May 23-June 13, Fridays 1-4 p.m.

KEYBOARDING

Village Mall \$96

This class walks you through the process of learning each key and proper hand/finger placement to aid you in becoming a successful typist on the keyboard. You will learn to identify numbers and letters and will help you build skills in typing and speed. This class is for all levels and is delivered in a self-paced atmosphere.

February 7-28, Thursdays 9 a.m.-12:00 p.m.
 April 4-25, Fridays 5:30-8:30 p.m.
 July 7- 28, Mondays 5:30-8:30 p.m.

ACCESS

Village Mall \$96

LEVEL I--This course will give students a working knowledge of databases, what they are and how to use them. Students will learn to view data in a database and change the view by sorting and filtering the data. Students will create a database and learn to define forms for inputs and reports for summarizing the data. Students will learn to create queries to view a subset of data in the database. Students will create charts to display data and a switchboard to manage their database application. Students will create relational databases and learn to create forms, queries, and reports that use relational databases. Students will learn to build macros in Access.

January 8-29, Tuesdays 1-4 p.m.
 February 25-March 17, Mondays 5:30-8:30 p.m.
 May 6-27, Tuesdays 9 a.m.-12:00 p.m.

LEVEL II--Students will practice creating relational databases, working with related tables, using subforms, maintaining data integrity, using advanced form features, using advanced report features, using advanced query features, creating advanced queries, using data access pages, and importing and exporting data.

February 12-March 4, Tuesdays 1-4 p.m.
 April 16-May 7, Wednesdays 5:30-8:30 p.m.
 June 5-26, Thursdays 5:30-8:30 p.m.

POWERPOINT

Village Mall.....\$96

LEVEL I--This class will give students a working knowledge of creating presentations with Microsoft PowerPoint. Students will learn to work with the various PowerPoint views to create and view their presentations. Students will learn to give slide shows using PowerPoint and use PowerPoint to create web-based presentations. Students will learn to incorporate Excel data, charts and animations into their presentations.

January 10-31, Thursdays 1-4 p.m.
 April 8-29, Tuesdays 5:30-8:30 p.m.

LEVEL II--Students will practice working with outlines, creating charts and tables, working with data from other sources, adding multimedia elements, working with templates, adding customization, linking slides, preparing presentations, delivering presentations, and working with workgroup collaboration.

February 14-March 6, Thursdays 1-4 p.m.
 May 6-27, Tuesdays 5:30-8:30 p.m.

MICROSOFT PUBLISHER

Village Mall \$96

Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. In this course you will learn to create documents using templates and learn to add and format text images. Students will learn design techniques as well as how to use publisher.

January 9-30, Wednesdays 1-4 p.m.
 March 4-25, Tuesdays 5:30-8:30 p.m.
 May 2-23, Fridays 9 a.m.-12:00 p.m.

INTERNET/WORLD WIDE WEB BASICS

Village Mall \$96

In this course you will learn about the opportunities available with the internet. Topics include: connection to the Internet, Internet Explorer search tools, how to use the World Wide Web, and E-mail address.

January 7-28, Mondays 1-4 p.m.
 May 5-26, Mondays 9 a.m.-12:00 p.m.

CORPORATE & COMMUNITY EDUCATION

Register TODAY!

CALL 477-0603 for more information,
 or to Register for a Class!

WEB PAGE DESIGN/FRONT PAGE

Village Mall \$96
In this workshop, participants will discover how easy it is to produce a web page. Participants learn how to set up a website, make links to other pages and web sites, insert graphics, tables, backgrounds and E-mail links. This workshop is taught using Front Page.
January 9-30, Wednesdays 9 a.m.-12:00 p.m.
February 22-March 14, Fridays 5:30-8:30 p.m.
May 7-28, Wednesdays 1-4 p.m.

DREAMWEAVER

Technology Center, Room 136 \$96
Learn how to make a basic website using one of the most powerful web authoring programs available. In this workshop, you will learn how to construct basic web pages, templates and graphics, make links and publish the web site.
January 8-29, Tuesdays 6-9 p.m.

FLASH WORKSHOP

Technology Center, Room 136 \$96
Flash can get your website noticed and remembered by your web site visitor. Learn how to produce flash animation and graphics and then be able to add them to your web site.
February 5-26, Tuesdays 6-9 p.m.

PHOTOSHOP INTRODUCTION

Lincoln Hall, Room 218 \$96
Learn the basics of working with Photoshop for retouching images and drawing. Use various techniques for selecting in order to edit and retouch images. Prepare images for websites or for print. Learn to edit images using the painting tools, clone stamp and drawing tools. Create new images using the pen tool and other drawing and painting tools. Also learn to create and edit images using layers. *Class will not meet on March 27th.*
March 6-April 3, Thursdays 2-5 p.m.
May 20-June 10, Mondays 6-9 p.m.

DIGITAL MEDIA

Cannon Hall, Room 202 \$30
This class is designed to teach you how to use: a digital camera, scanner, zip drive and CD Burner. Transfer photos from a digital camera or scanner to floppy disk, zip disk or CD. Copy music CD's or create your own music CD's. Save documents or files to CD. If you have a digital camera and may or may not know how to operate it, bring it to class.
March 18, Tuesday 5:30-8:30 p.m.
May 14, Wednesday 5:30-8:30 p.m.

COMPUTER CLASSES FOR SENIORS**COMPUTER UNDERSTANDING FOR SENIORS**

Village Mall \$80
LEVEL I—If you have little or no computer experience, but want to learn, this is the class for you. It's easy! In fact it's a lot of fun! Topics include: components and terminology of a computer system, keyboard and mouse usage, care and handling of diskettes, and an overview of software applications.
Nov. 21-Dec. 12, 2007, Wednesdays 9 a.m.-12:00 p.m.
January 7-28, Mondays 9 a.m.-12:00 p.m.
March 27-April 17, Thursdays 5:30-8:30 p.m.
May 21-June 11, Wednesdays 9 a.m.-12:00 p.m.

LEVEL II—This class is for beginners who need more help with creating file folders, transferring photos to the hard drive, and backing up data. More advanced window system operations will be covered. Basics in spreadsheets, database management, and presentation software will be included in hands-on lab experiences. Topics will include how to send files and pictures through email accounts, Ebay auctions, and advanced search tools in surfing the World Wide Web.
Feb. 25-March 17, Mondays 9 a.m.-12:00 p.m.
May 1-22, Thursdays 5:30-8:30 p.m.
July 2-23, Wednesdays 5:30-8:30 p.m.

SENIOR INTERNET

Village Mall \$55
Learn about the opportunities available with the Internet. Topics include: connection to the Internet, Explorer, search tools, how to use the World Wide Web and E-mail access.
February 8-29, Fridays 9 a.m.-12:00 p.m.
March 27-April 17, Thursdays 1-4 p.m.
June 2-23, Mondays 5:30-8:30 p.m.

ON-LINE COMPUTER COURSES

To view a complete list of courses, syllabus, and required software and text, Visit our website at: dacc.continuetolearn.com

"On-Line" Course Fees

8 hour course - \$89
16 hour course - \$129
32 hour course - \$169

To Register or to find out more about the On-Line Courses, call us at (217) 477-0603, M-F 8a.m.-5p.m. You can also stop in our office located at the Village Mall (next to DEB's) or send an email to cce@dacc.edu.

Computers and Technology

Adobe Acrobat (32 hours) Learn to create and manage PDF files. Add navigation aids to files and prepare documents for review. Add security features to documents and learn to create forms for users to complete electronically. Students need a copy of Adobe Acrobat Standard.
Jan 30 – Mar 19
May 21 – Jul 9

Adobe GoLive (32 hours) Learn the basics of web design using Adobe GoLive. Add text and graphics to web pages and create page layouts using tables and frames. Learn how to add interactive links, smart objects, and actions. Add formatting using cascading style sheets. A copy of GoLive is required.
Jan 9 – Feb 27
Apr 2 – May 21

Adobe Illustrator (32 hours) Create artwork using the various tools including the pencil and pen tools. Learn the various ways to apply color to artwork. Work with layers, the 3D effects, and symbols. Students need a copy of Illustrator.
Jan 16 – Mar 5
Apr 9 – May 28

Adobe Premiere (32 hours) Add transitions, special effects, graphics, titles, and music to Premiere projects. Learn how to adjust the image quality of the video and edit and mix the sound track. Build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Create streaming video for playback on a web site. Students must have a copy of Adobe Premiere.
Jan 23 – Mar 12
Apr 16 – June 4

ASP.Net Using C# (32 hours) Collect information from a form and process it. Read and write records to a database. Learn to track user state, using session, server variables, and create a secure web application. Learn to work server controls, validation controls and create user controls. Students will need a copy of Visual Studio.NET and access to a web server that supports ASP.NET.
Jan 16 – Mar 5
Apr 9 – May 28

ASP.Net Using Visual Basic.Net (32 hours) Learn to track user state, using session, and server variables and create a secure web application. Learn to work server controls, validation controls and create user controls. Students will need access to a web server that supports ASP.
Jan 9 – Feb 27
Apr 2 – May 21

Building Accessible Web Pages (8 hours) Create pages that are section 508 compliant. Learn about page layout, HTML options, tag attributes, and other requirements to make pages accessible. Students will need to download a screen reader to experience how pages are "viewed" by the visually impaired.
Jan 9 – Jan 30
Apr 2 – Apr 23

C# Introduction (32 hours) Create applications that use variables, conditional statements, looping statements, arrays and function. No programming background is required for this course. Students will need a C# compiler.
Jan 9 – Feb 27
Apr 2 – May 21

C# Advanced (32 hours) Learn to define classes and how to build new ones by inheriting from existing classes. Create C# applications that read and write to a database. Create C# to read and write binary files and to work XML data. Students will need a C# compiler.
Jan 23 – Mar 12
Apr 16 – Jun 4

C++ Introduction (32 hours) Define variables and arrays that use if statements, switch/case statements, for loops and while loops. Create functions and pass information into functions by value and by reference using pointers. Build applications made up of several files.
Jan 23 – Mar 12
Apr 16 – Jun 4

Feb 6 – Mar 26
Apr 30 – Jun 18
Mar 5 – Apr 23
May 28 – Jul 16
Feb 6 – Feb 27
Apr 30 – May 21
Mar 5 – Mar 26
May 28 – Jun 18
Feb 6 – Mar 26
Apr 30 – Jun 18
Mar 5 – Apr 23
May 28 – Jul 16
Feb 20 – Apr 9
May 14 – Jul 2
Mar 19 – May 7
Feb 20 – Apr 9
May 14 – Jul 2
Mar 19 – May 7

ON-LINE COMPUTER COURSES

C++ Advanced (32 hours) Define classes and use those classes for building applications. The classes will include overloaded operators, friend functions, constructors and destructors. Create new classes from existing classes using inheritance and polymorphism. In addition, learn to read and write data to files. Students will need access to a C++ compiler.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

ColdFusion Advanced (32 hours) Improve the processing of data-driven web sites by creating user-defined functions and reusable components. Send email from ColdFusion applications. Create applications that recover from errors and packages data as XML for sending to other applications. Students will need access to a ColdFusion server.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jun 16

ColdFusion Introduction (32 hours) Create pages that display a requested set of records from the database. Create forms that allow users to add, edit or delete records from the database. Create data-driven applications using application, client and session variables. Students will need access to a ColdFusion server.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Cool Web Pages with CSS and Layers (8 hours) Learn the latest tricks in web page design. Use Cascading Style Sheets (CSS) and the layer tags to create page layouts. Position object on the page and combine text and graphics for stylish layouts. Students should have a basic understanding of HTML.

Jan 9 – Jan 30 Feb 6 – Feb 27 Mar 5 – Mar 26
Apr 2 – Apr 23 Apr 30 – May 21 May 28 – Jun 18

Dreamweaver Advanced (32 hours) Students will manage sites using Dreamweaver's site management tools and templates. Design data driven sites using Dreamweaver's Server Behaviors. Learn to customize Dreamweaver's Interface. Students will need a copy of Dreamweaver.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – June 11 May 21 – July 9

Dreamweaver Introduction (32 hours) Create and manage web sites using Macromedia Dreamweaver. Learn how to insert pictures and Flash text and buttons into web pages. Use Cascading Style Sheets to format web pages. Use frames, layers and tables for designing layouts. Manage sites using Dreamweaver's site management tools and templates. Design data driven sites using Dreamweaver's Server Behaviors. Students will need a copy of Dreamweaver.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Fireworks (32 hours) Learn how to work with Bitmap images, use Vector drawing tools, create buttons, and optimize images for web page. Students will need a copy of Fireworks.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Flash (32 hours) Create vector graphics using drawing tools. Create basic animations using motion, shape between, and interactive projects using ActionScripting. Create a web-based application that reads from files and links to other pages. Create accessible content. Import sound and video into animations.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jul 9

Flash ActionScripting (32 hours) Learn how to use ActionScripting to create content, manipulate components, detect browsers, load movies, and animate and process data. Students will need a copy of Flash.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
May 28 – Jul 16 Apr 2 – May 21 Apr 30 – Jun 18

Flash: Creating Cool Buttons (8 hours) Create cool buttons for web pages. Learn to create movie clips, buttons, and combine them to create animation. Use basic ActionScript commands to create menus. Students will need a copy of Flash.

Jan 9 – Jan 30 Feb 6 – Feb 27 Mar 5 – Mar 26
Apr 2 – Apr 23 Apr 30 – May 21 May 28 – Jun 18

Freehand (32 hours) Learn how to use Freehand's tools to design a logo. Organize and manage complex illustrations, and create animation. Students will need a copy of Freehand.

Jan 30 – Mar 19 Feb 27 – Apr 16 May 21 – Jun 9
Mar 26 – May 14 Apr 23 – Jun 11

Game Programming with Flash MX (32 hours) Create a basic game and add scripts, sound, and the physics of games. Save data and create 3D interactive games. Students need Flash MX 2004.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Getting Started with Blogging (8 hours) Learn to start blogs and to write for audiences. Topics to be discussed include telling others about you, getting others to contribute, hosting blogs and getting the word out about blogs.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

HTML: Jumpstart (8 hours) Learn the basics of creating HTML documents by hand coding HTML. Create web pages that contain text and formatting. Add graphic images, as well as add images to backgrounds. Learn the basics of using tables for page layout.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

HTML/XHTML (32 hours) All web pages are built using HTML. Create web pages by hand by typing HTML code to add structure and formatting to web pages. Add graphics, formatting using Cascading Style Sheets, and interactivity using JavaScript.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Java Advanced (32 hours) Create applications that read and write to files, handle exceptions, and use threads. Create applications that make use of the Java Collection classes. Learn the basics of working with JavaBeans, databases and networking. Students will need a Java compiler.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jun 16

Java Introduction (32 hours) Create text-based Java applications that define variables and arrays, use if statements, switch/case statements, for loops and while loops. Define classes and create applications. Learn to create new classes based on existing classes using inheritance. Create graphical applications and applets. Students will need a Java compiler.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Java Server Pages (32 hours) Receive instruction on arrays; how to develop sort routines and menus; and manipulate string data. Learn how to add, delete and change a string field; as well as build, manipulate, and maintain sequential files; direct-access files; and keyed-index files. Students need Apache Tomcat

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

JavaScript (32 hours) Create JavaScript functions that define variables and arrays and that use if statements, switch/case statements, for and while loops. Work with the Document Object Model (DOM) for manipulating web pages and testing user input in forms. Write scripts that create and read cookies and respond to user interaction through mouseovers and clicks.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Java Web Services (32 hours) The course will start with a short introduction to XML and then cover the XML technologies that support web services, include WSDL and SOAP. Write Java code to process the XML messages and create the WSDL and SOAP messages for the web service. Students will need a Java compiler and web server for developing the applications.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jul 9

Linux: Installation and Overview (8 hours) Install RedHat Linux Fedora Core on computer. Learn the basics of command prompt and the graphical user environment. Be introduced to some basic system administration. Prepare and perform installation of Linux workstation, explore the X environment and applications, use the command prompt to perform basic Linux file maintenance commands, and perform basic system administration commands.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Microsoft Access for Beginners (16 hours) Learn to view data in a database and change the view by sorting and filtering the data. Create databases and define forms for input and reports for summarizing the data. Learn to create queries to view a subset of data, charts to display data and a switchboard to manage applications. Students will need a copy of Office.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jul 2

Microsoft Access for Professional Users (16 hours) Create relational databases and learn to create forms, queries, and reports that use relational databases. Learn to build macros and use to expand the capabilities of the switchboard. Be introduced to the basics of creating VCA applications. Students need MS Office.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Microsoft Access Comprehensive (32 hours) Learn to view data in a database and change the view by sorting and filtering. Create a database and learn to define forms for input and reports for summarizing the data. Create queries to view a subset of data and create charts to display data and a switchboard to manage applications. Build macros and use macros to expand the capabilities of the switchboard. Students need a copy of Office.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Microsoft Excel for Beginners (16 hours) This course gives a working knowledge of electronic spreadsheets. Create and format a basic spreadsheet that includes multiple worksheets. Ranges and simple formulas are also covered. Create spreadsheets for evaluation and "hands on" experience. Students will need a copy of Office.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft Excel for Professional Users (16 hours) Learn to create three-dimensional workbooks, and links. Create financial forecast spreadsheets using financial functions. Learn to work with the workbook features, import data into a spreadsheet, and work with the data management functions. Create macros and learn the basics of VBA. Students will need a copy of Office.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Microsoft Excel Comprehensive (32 hours) Create and format spreadsheets that include charts and multiple worksheets. Create and execute formulas and use the functions. Data sorting and manipulation are also covered. Learn to work with the workbook features and learn to import data into spreadsheet and work with the data management functions. Create macros and learn the basics of VBA. Students will need a copy of Office.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Microsoft Excel: Financial Management (8 hours) Create spreadsheets to manage money from balancing a checkbook to financial analysis. Create spreadsheets that use financial functions for calculating a return on investment or calculating payments on a loan. Students will need a copy of Excel.

Jan 9 – Jan 30 Feb 6 – Feb 27 Mar 5 – Mar 26
Apr 2 – Apr 23 Apr 30 – May 21 May 28 – Jun 18

Microsoft Expressions Web (32 hours) Create web pages that contain text, graphics, tables and lists. Learn how to use hyperlinks and hotspots. Create styles and layouts with CSS and create interactive behaviors and forms. Students need Expression Web.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jul 9

Microsoft FrontPage (32 hours) Learn to create web pages that contain text, graphics, tables and lists. Learn to layout pages with frames and tables, create forms and collect form data. Students will need a copy of FrontPage.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Microsoft Office for Beginners (32 hours) Create and edit Word documents that include outlines, tables, styles and sections. Create and edit spreadsheets that include charts and "what-if" analysis. Create and edit PowerPoint presentations. Learn to create databases that include tables, forms, queries and reports. Students will need a copy of Office.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Microsoft Office 2007 Upgrade (16 hours) Get an overview of the new Ribbon interface that is common in new Office applications. You will explore the basic features of each of the Office applications and get accustomed to the new Office 2007 interface.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft Office for Professional Users (32 hours) In Word, create newsletters, web pages and macros. In Excel, create 3-D workbooks and link files, formulas using the financial functions, manage worksheets that contain databases and macros. In Access, create relational databases, queries, forms and reports that use relational databases. Be introduced to Access macros and VBA. Students need a copy of Office.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

Microsoft Outlook (16 hours) Create emails, schedule events and define contacts and tasks. Learn to organize email, add formatting and how to personalize email. Learn to share calendars across the Internet. Students will need a copy of Outlook.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft PowerPoint (16 hours) Learn to work with the various views to create and view presentations. Learn to give slideshows and to create web-based presentations. Learn to incorporate Excel data, charts and animations into their presentations. Students will need a copy of Office.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft Project for Beginners (16 hours) Learn the basics of project management. Build project plans that includes tasks and resources. Learn to manage projects as tasks are completed. Use various reporting tools to print and view the project status. Students will need a copy of Project.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Microsoft Project for Professional Users (16 hours) Track the progress of a project and troubleshoot problems with schedules and resource usage. Customize the Project environment and to publish the information using various reports, charts and web page options. Pool resources and link multiple projects together. Students will need a copy of Project.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jul 2

Microsoft Project Comprehensive (32 hours) Build a project plan that includes tasks and resources. Use various reporting tools to print and view the project status. Customize Project environment and publish information using various reports, charts, and web page options. Pool resources and link multiple projects together. Students will need a copy of Project.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Microsoft Publisher (32 hours) Microsoft Publisher allows you to design documents from calendars to business cards, newsletters to brochures. Learn to create documents using templates and learn to add and format text and images. Learn design techniques. Students will need a copy of Microsoft Publisher.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Microsoft Visio (16 hours) Learn to use Visio by creating and formatting diagrams and connection shapes. Design a project schedule, organizational chart, office layout, and a network diagram. Learn to integrate Visio with the Office applications and customize templates. Students will need a copy of Visio.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Microsoft Windows Vista Upgrade (8 hours) Explore the new Vista interface and learn to use the redesigned Explorer. Vista features updated Entertainment and Media features as well as some new Accessories. Explore the internet using the enhanced internet features and keep up with correspondence using the windows mail feature.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

Microsoft Word for Beginners (16 hours) Create, edit, format and print documents that include outlines, tables, styles and sections. Other topics include printing, saving, and retrieving files. Create documents for evaluation and "hands on" experience. Students will need a copy of Office.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Microsoft Word for Professional Users (16 hours) Create a newsletter that uses columns, drawings, and object linking and embedding. Create web pages and a website. Learn how to use Workgroups features, create Forms, Master Documents and Macros. Students will need a copy of Office.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jul 2

Microsoft Word Comprehensive (32 hours) Create, edit, format, and print documents that include outlines, tables, styles, and sections. Other topics include printing, saving, and retrieving files. Create a newsletter that uses columns, drawings, and object linking and embedding. Create web pages and websites. Learn how to use Workgroups features, create Forms, Master Documents, and Macros. Students will need a copy of Office.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Microsoft Word: Long Document Tools (8 hours) Learn to create professional-looking papers and proposals. Add headers and footers, set page layout, create title pages, and tables of contents and indices. Create outlines and use them for organizing and managing documents. Create references for automatically generating tables of illustrations. An introduction to end-and-foot- notes will also be provided. Create a master document for combining multiple files into one. Students will need a copy of Word.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

MySQL Introduction (8 hours) Learn the basics of designing a relational database and use SQL statements to create databases, tables and manage data in tables. Create a MySQL database and identify the types of data that can be stored in tables. Use the PHPMyAdmin tool to view and manage MySQL databases. Learn to write applications in MySQL databases.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Overview of Linux Shells (32 hours) Learn about the various shells, compare features and scripting language. Students will need access to a computer running Linux.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

PageMaker Introduction (32 hours) Create flyers, letterhead, proposals, booklets, newsletters and catalogues. Learn to insert text and graphics into documents and format text using styles. Learn to create master page layouts and templates. Learn to generate a table of contents and an index for long publications. Students will need a copy of PageMaker.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

PERL Scripting for the Web (32 hours) PERL is the scripting language most used in developing web-based applications. Learn the syntax and structure of PERL and how to read and write to files. Learn to create functions and classes in PERL. Learn to read and write to a database and generate output. Learn to collect data from a web-based form and generate custom web pages. Students will need access to a web-server that uses PERL.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Photoshop Introduction (32 hours) Learn to use various techniques to select, edit, and retouch images. Prepare images for web site use or for printed documents. Edit images using the painting tools, clone stamp and drawing tools. Create new images using the pen tool and the drawing and painting tools. Create and edit images using layers. Students will need a copy of Photoshop.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

Photoshop Intermediate (32 hours) Learn how to correct, change and improve the color of an image, get rid of stains and scratches, combine images, add special effects and filters and create images using Photoshop's artistic tools. Students need a copy of Photoshop.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Photoshop Jumpstart (8 hours) Learn to correct the overall appearance of the image by improving contrast, color and composition. Learn to save images to be used on web pages. Students will need a copy of Photoshop.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Photoshop: Digital Scrapbooking (8 hours) Create scrapbook pages using your digital photos! Use Photoshop to touch up images and to create scrapbook pages. Learn to create patterned backgrounds, add text and embellishments to pages. Students will need a copy of Photoshop.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

Photoshop: Text Effects (8 hours) Create cool text for web pages or other projects. Create and edit text objects in Photoshop. Work with layer effects and filters to create text that looks like it is made of wood, metal, plastic, or marble. Students need Photoshop.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

PHP Web Programming (32 hours) Learn to create classes in PHP, read and write to files, and read and write to databases. Learn to collect data from a web-based form and use it to create web pages. Students need access to a web server that supports PHP.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

PHP Web Programming Advanced (32 hours) Explore the object-oriented side of PHP. Design and use objects in PHP applications. Cover security, networking, PEAR, XML and Ajax. Work with databases and techniques for developing web-based applications. Students will need access to a webserver that supports PHP and a database.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Programming Introduction (32 hours) Learn about the concepts of looping, functions, conditional statements and program design. Enter introductory level courses in any programming language.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

RSS Basics (8 hours) RDF Site Summary (RSS) is a tool that allows web site developers to share information about sites with other sites or include information from other sites in their own. It can be used to show weblogs or newfeeds. Explore the XML code behind RSS and create and use syndicated text in web sites.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Setting Up LAMP (Linux, Apache, MySQL, PHP) (32 hours) LAMP (Linux, Apache, MySQL, PHP) provides a set of tools that web developers can use to design, develop, test and deliver web-based applications. Install and configure a Linux operating system, the Apache web server, the MySQL database application and the PHP server scripting language. The course also covers how to maintain and trouble-shoot the system. Get a quick introduction to using PHP to create data-driven web applications. Students will need a computer on which they can install the LAMP applications.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

SQL Programming (32 hours) Create, edit and delete data tables. Learn how to use views, functions, and stored procedures. Students need access to a database that uses SQL commands.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

UML Fundamentals (32 hours) Create UML and use case diagrams, activity diagrams, and sequence diagrams. Create UML class, object and package diagrams and use the show composite structures and component diagrams. Create State Machine and Deployment diagrams.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Using SSH – the Secure Shell (8 hours) Learn to configure SSH on Linux computers and connect through SSH and use the SSH commands to control Linux computers. Students will need access to a computer running Linux and the SSH.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

Using the BASH Shell (16 hours) This course will introduce the users to the commands that are available in the BASH shell. Learn to do file maintenance, system administration and create shell scripts. Students will need access to a computer running Linux.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Using the Emacs Editor (16 hours) Create or edit configuration files and use to create scripts or programs. Learn to navigate in documents, edit text and to customize the environment. Students will need access to Linux with a copy of Emacs installed.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Using the Vi Editor (16 hours) Create or edit configuration files and use to create scripts or programs. Learn to navigate in documents, edit text in a file and customize the environment. Students will need access to Linux with a copy of Vi installed.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jul 2

VBA Programming (32 hours) Learn to define variables, create loops, branching statements, define functions, get user input and interface with the application of choice. Students will need a copy of Microsoft Word, Excel or Access.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Visual Basic.Net Introduction (32 hours) Create Visual Basic programs that define variables and arrays, use if statements, select case statements, and for and while loops. Interact with objects on Visual Basic forms. Students need Visual Studio.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jun 16

Visual Basic.Net Advanced (32 hours) Create classes and objects to create new classes and objects using inheritance and polymorphism. Create graphics, read and write data to files and work with databases. Students will need a copy of Visual Studio.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Visual C++ 6.0 (32 hours) Students will use Visual Studio 6.0 to develop graphical applications using the Visual C++ programming language.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jun 16

Web Development with Dreamweaver and ASP.Net (32 hours) Learn to use Dreamweaver to design a web sites and the basics of ASP. Net programming including: language, SQL language, database design with Access and SQL Server. Students will need a copy of Dreamweaver and a web server that supports ASP. Net.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jun 2

Web Development with Dreamweaver and ColdFusion (32 hours) Learn the basics of the ColdFusion programming language, SQL language, database design with Access and SQL Server and how to use Dreamweaver to design a web site. Students will need a copy of Dreamweaver and a web server that supports ColdFusion.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Web Development with Dreamweaver, PHP and MySQL (32 hours) Learn the basics of the PHP programming language, SQL language, database design with MySQL and how to use Dreamweaver to design a web site. Students will need a copy of Dreamweaver and a web server that supports PHP.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

Web Graphics (8 hours) Learn about image formats that can be used on web pages and their advantages. Add images, background images, bullets, and graphics to pages. Students should have a basic understanding of building web pages.

Jan 9 – Jan 30 Feb 6 – Feb 27 Mar 5 – Mar 26
Apr 2 – Apr 23 Apr 30 – May 21 May 28 – Jun 18

X/Motif (32 hours) Learn the fundamentals of writing programs in Motif for the Windows environment. Create programs using widgets and learn to create them. Applications will include menus, dialog boxes and will be able to display and format text and graphics.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jun 2

XML Introduction (32 hours) Create well-formed and valid XML documents. Create Document Type Definitions (DTD) and Schemas for validating their XML documents. Create style sheets using Cascading Style Sheets (CSS) and the Extensible Style sheet Language with Transforms (XSLT). Identify XML-based applications. Students will need to download and install some free applications to complete some exercises.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Professional Development

Basic Management Skills (32 hours) This course provides tools for moving into a management position and staying there. Learn how to navigate through the 'management minefield' with ease, deal with peer and upper management, methods for dealing with unruly employees, understand office politics and listening techniques for knowing what your boss is really saying. Be empowered in dealing with all aspects of a position at the management level.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jun 2

Becoming an Extraordinary Problem-Solver (8 hours) Learn the skills that take you beyond ordinary problem solving. Tools and techniques that give you step-by-step guidance for solving most challenging problems.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

Brain Boosters (8 hours) Sharpen your learning, remembering, and thinking skills through stimulating and practical experiences. Explore your current strategies for learning and remembering as you map out techniques for dealing with new information and skills. Hands-on practice with concentration boosters and learning techniques. Develop strategies for meeting critical challenges.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Business and the Media: I (8 hours) Learn how to build relationships with reporters as well as learn techniques used when dealing with media. Also learn how and when to address the media, which includes reporters' deadlines and varying focuses of certain trade publications, newspapers, and broadcast media.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Business and the Media: II (8 hours) Gain a better understanding of working with the media. Get a clear understanding of how and why efforts to answer, or at least respond to questions from them, even when it is not necessarily positive should be made.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Business Writing for Busy Professionals – Part 1 (8 hours) Learn strategies to write documents faster and better. Learn how to customize documents for a specific reader and to accomplish a writing purpose. Discover ways to create documents when time is limited. Master models to organize and format letters, emails, and reports to make them clear, direct, and reader friendly. Conversational writing style and parallel structure will also be covered.

Business Writing for Busy Professionals – Part 2 (8 hours)

Practice using different writing styles and determine which is most appropriate for a specific reader and purpose. Learn to properly manage active and passive verbs, transitions, and words with a positive or negative connotation. Acquire techniques to simplify documents and make more concise. Recognize common surface errors that undermine professional written images and understand how to fix them.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Dealing Positively with Conflict (8 hours) Explore your preferred approaches to conflict resolution and learn new strategies for resolving workplace conflict. Apply conflict resolution skills using practice scenarios and real situations. Prepare for anticipated conflict and lay the groundwork for positive interactions using the practical tools provided in this course.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Editing and Proofreading for Business Writers – Part 1 (8 hours) This class gives a working knowledge of the quality standards required of all business correspondence. Standard procedures to follow before sending and professional techniques to spot errors. Construct complete sentences and punctuate clauses, phrases, and appositives. Learn how to correctly use quotation marks, dashes, parentheses, colons, and semicolons. Avoid confusing common look-alike and sound-alike words. Locate and correct surface errors in a variety of documents.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Editing and Proofreading for Business Writers – Part 2 (8 hours) Learn to match subjects and verbs, use correct verb tenses, use pronouns, and make headings, bullets, and sentences parallel. Recognize when to use active verbs instead of the passive, and avoid shifting between them. Locate and correct surface errors in documents.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Introduction to Project Management (8 hours) Learn the art and science of leading a project and the importance of being an active sponsor. Learn the different phases in a project's life cycle and the key steps to leading and managing a successful project. How to manage 'scope creep' and how to use structured tools such as work breakdown structure, PERT diagrams, and GANTT charts will also be covered.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Envisioning Your Desired Future (8 hours) This course will give the student a new recognition that they are able to construct a large part of their own future. Through a process designed to ask tough questions, you will examine your current life, values and beliefs, and choose a better future in your career and family life. Review your past to create a sense of history. Clarify the underlying values and beliefs that determined actions and the values and beliefs that they want in the future. Link vision to actionable steps.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Essentials of Managing Successful Meetings (8 hours) This class will cover guidelines to plan and organize a meeting, create an agenda, keep a meeting on-track, conduct a discussion, maintain control, and close a meeting on time. Learn how to deal with problem meeting participants and review the roles and responsibilities of both meeting leaders and participants. Discover common frustrations people have with meetings and how to avoid them. Improve future meetings through evaluation and feedback.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Fundamentals of Instructional Design (16 hours) Explore ways courses can be designed. Introduced the ADDIE design model and other models that work. Write instructional objectives and design a unit of instruction and assessments that support the instructional objects. Plan and evaluate instructional materials.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Fundamentals of Project Management (32 hours) Only about one-quarter of all business projects are successful. The discipline of Project Management aims to improve those dismal results with a systematic approach to the unique tasks that abound in an enterprise. This hands-on course will acquaint the student with world-recognized methodologies used to produce more successful projects.

Jan 9 – Feb 27 Feb 6 – Mar 26 Apr 2 – May 21
Apr 30 – Jun 18 Mar 5 – Apr 23 May 28 – Jul 16

Improving What We Do: Process Improvement Fundamentals (8 hours) Learn to identify process issues, problems, and opportunities, and how the customer affects process improvement. Learn the steps that lead to improving a process and the importance of a process improvement team and their roles. Learn the tools for understanding and accessing the current process and what is happening now. The difference between process improvement and redesign will also be covered.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Introduction to Six Sigma (8 hours) Six Sigma methodologies are fast becoming a model for doing business in our global economy. Learn the basic concepts of Six Sigma and instructs the student in performing some basic calculation and analysis.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Introduction to Successful Grant Writing (16 hours) Learn how to prepare effective grant applications to develop new services, support existing programs, and strengthen operating budgets. Learn a step-by-step approach to identify funding needs, research sources, preparing a winning proposals, and laying the groundwork for successfully completing the projects. Develop ideas and research resources, write a need statement, define goals and objectives, develop methods, work plans, develop budgets, and evaluate and leverage future funding strategies.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Leading Change (8 hours) This course helps managers and supervisors explore their role as change managers. Practical scenarios and real examples will help you understand the predictable phases of change management and develop strategies for managing them. Checklists and tools provide the practical link you need to stabilize and re-energize your workforce.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Learning Styles in the Classroom (16 hours) Every person brings their own learning style to the classroom. By learning about your own learning style and others, you will learn ways to reach all of your students and help them to learn.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Moving a Course From the Classroom to Cyberspace (8 hours) This course introduces the process of instructional design for online learning and walks through the process of building one unit of study for a course. Learn how to build online interactions and make courses more student-centered.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Multiple Intelligences in the Classroom (16 hours) Learn to teach to a student's intelligences and allow them to express themselves using their preferred intelligence. Explore the Multiple Intelligence theories and learn to design lesson plans that appeal to various types.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jun 2

Overcoming Chaos (8 hours) Refocus energy and regain control over your workday and life. Explore your personal preferences for organizing and thinking. Develop a personal mission statement to guide and improve skills. Worksheets and questionnaires provide tangible tools to help plan, manage, and track responsibilities while managing multiple priorities.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Personality Types Among Us (8 hours) Explore personality theories and discover your own personality and how that affects the way you think and work. Explore how other personalities think and work and some communication and motivational tools to use to work better with them.

Jan 9 – Jan 30 Feb 6 – Feb 27 Mar 5 – Mar 26
Apr 2 – Apr 23 Apr 30 – May 21 May 28 – Jun 18

Planning to Succeed: Fundamentals of Strategic Planning (8 hours) Learn the importance of strategic planning and who should be involved. Learn how to build a model for strategic plans and a methodology for creating a strategic plan. Also learn how to evaluate the external and internal environment of organizations as well as how to ensure that they follow the plan. The differences between business, corporate, and functional level strategies will also be covered.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

CALL 477-0603 for more information, or to Register for a Class!

Preventive Stress Management (8 hours) Learn about stress and its relationship to a healthy lifestyle and productivity. Examine methods of dealing with stress and personal stress reactions. Students will be given instruction on practical coping skills to reduce the negative impacts of stress and to how to convert stress into energy. This course offers a historical perspective of stress and provides tools to be stronger, healthier and more productive.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Principles of Management (8 hours) Learn basic management concepts and terminology as well as the history of management theory. Also learn how organizations are structured and why managers are important. The different roles and skills of a manager must have in today's organizations will also be covered.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Professional Communication (8 hours) Learn what communication is and ways to improve skills. Topics include defining communication, understanding the two major communications theories, discussion of current communication tools and how to use them. Discuss what makes for good communication and how best to communicate with others.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

QuickBooks Introduction (16 hours) Learn step-by-step, how to set-up QuickBooks, track customer information and handle all of the day-to-day accounting needs of a business. Learn to create estimates, track job costs and progress, track inventory, invoice customers, track receivables, pay bills including sales tax, handle payroll, track employees' time worked, write form letters in Microsoft Word, create reports in Microsoft Excel, and create financial statements. Students will need to have a copy of QuickBooks.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Teaching Online Successfully (8 hours) Get insight in to how to make the move from "stage on the stage" to "guide on the side" as you move your classroom into cyberspace. This course will introduce you to the tools used in online classrooms, concepts of student-centered learning; get ideas on how to encourage student participation.

Jan 16 – Feb 6 Feb 13 – Mar 5 Mar 12 – Apr 2
Apr 9 – Apr 30 May 7 – May 28

Telephone Techniques for Excellent Customer Service (8 hours) Explore ways to develop an appropriate telephone personality and convey information clearly, tactfully, and professionally. Learn the real sources of customer satisfaction and analyze the tension between the need to handle many calls and the need to satisfy each caller. Techniques to manage angry and other difficult callers will be offered.

Jan 23 – Feb 13 Feb 20 – Mar 12 Mar 19 – Apr 9
Apr 16 – May 7 May 14 – Jun 4

Thriving on Change (8 hours) Explore personal and professional reactions to change as you manage the transition. Reviewing the psychology of change through a self-discovery and planning process. Develop a plan to help prepare for and handle a wide range of transitions. Strategies for managing reactions at all stages of change are also offered.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Understanding and Solving Performance Issues (8 hours) Understand the true nature of performance problems and take positive action to solve them. A wide range of performance issues will be addressed, including low productivity, unacceptable quality, tardiness, and poor attendance. A step-by-step tool kit will help analyze performance problems and identify the best strategies for solving it and carry out solutions. The techniques empower both managers and employees to take control of their work performance.

Jan 30 – Feb 20 Feb 27 – Mar 19 Mar 26 – Apr 16
Apr 23 – May 14 May 21 – Jun 11

Personal Development

An Expedition to Aztlan – the Treasures of Mexico (32 hours) Use an innovative mix of tips, language, music, links and anecdotes to provide travelers and people a unique insight into the beauty of the "enigma" that is the US' neighbor to the South.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Basic Church Administration (32 hours) This course provides an overview of church administration functions and skills necessary for planning, organizing, staffing, budgeting and coordinating work of a church. Understand how a minister: relates to organization and to people; performs administrative functions; and develops leadership and ministry skills.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

GED Math Review (32 hours) Review the skills necessary to pass the Mathematics portion of the GED. Topics covered include: whole numbers, decimals, fractions, Statistics, Data, Percents, Probability, Algebra and Geometry.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

GED Reading Review (16 hours) Review the skills necessary to pass the Reading portion of the GED. Topics covered include: interpreting fiction, poetry, drama and nonfiction.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

GED Science Review (16 hours) Review the skills necessary to pass the Science portion of the GED. Topics covered include: Biology, Earth and Space Science and Physical Science.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

GED Social Studies Review (16 hours) Review the skills necessary to pass the Social Studies portion of the GED. Topics covered include: World History, US History, Civics and Government, Economics, and Geography.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

GED Writing Review (16 hours) Review skills necessary to pass the Writing portion of the GED. Topics covered include: basic English usage, sentence structure, grammar, and organization.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

GED Review (64 hours) Review the skills necessary to pass each of the five tests: Reading, Writing, Mathematics, Science and Social Studies included on the GED.

Jan 9 – Apr 2 Feb 6 – Apr 30 Mar 5 – May 28
Apr 2 – Jun 25 Apr 30 – Jul 23 May 28 – Aug 20

History of Christianity (32 hours) This course provides an overview of Christian history from the time of Jesus Christ to modern times. Three major periods are examined: Christian Beginnings; The Reformation; The Modern Period. Readings and class discussions present major persons, events, and movements in Christianity.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Intro to Genealogy - Building Your Family Tree (16 hours) Learn to trace your family's roots and start your own family tree. Learn how to begin your hunt, introducing you to the resources available for performing genealogical research. Learn how to find online databases, obtain vital (birth, marriage, and death) records, and discover the resources available at Family History Library branches across the US.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Positive Parenting (16 hours) Learn to use Positive Discipline to encourage self-respect, self-discipline, cooperation, good behavior and problem-solving skills in children. Topics covered include: create natural and logical consequences, effectively encourage children, and the four mistaken goals of behavior.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Old Testament Survey I (32 hours) Overview of Old Testament history on Pentateuch (Genesis, Exodus, Leviticus, Numbers, Deuteronomy) and Former Prophets (Joshua, Judges, 1 & 2 Samuel, and 1 & 2 Kings). Student will have: a understanding of Old Testament history, familiarity with the development and study of text, knowledge of outline/contents of the books comprising the Pentateuch and Former Prophets, and insight into the message of the Old Testament as it applies to today.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16

Old Testament Survey II (32 hours) Overview of Old Testament history on Prophets (Isaiah - Malachi), Hebrew Poetry, and Wisdom literature (Job - Song of Songs). Student will have: a understanding of Old Testament history, familiarity with the Hebrew prophets and the origin and usage of prophecy in the Old Testament, a knowledge of the setting, outline and contents of the books comprising the Prophets and Poetry and Wisdom literature, and insight into the message of the Old Testament as it applies to today.

Jan 16 – Mar 5 Feb 13 – Apr 2 Mar 12 – Apr 30
Apr 9 – May 28 May 7 – Jun 25

Who Are the Women of the Bible? (32 hours) This course provides a history of women in the Bible (Esther, Ruth, Debra, Mary and Mary Magdalene). Gain knowledge of: how women affected the makeup of the early church with their teachings, what the roles of women were in the Old Testament compared to the New Testament, women who authored books of the Bible, and how these earlier pioneers in the Bible affect the church today.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jul 2

Women in Christian Leadership Today (32 hours) Explore the ministries of women in modern days and what affect they had on the church of today. Students will have: an understanding of the relationship women have with the church, knowledge of what the Bible says about female leaders in ministry and why, what Paul said about women in the church, and what was the significance of his teachings, and if the early guidelines in the Bible to the early church apply to the church today.

Jan 30 – Mar 19 Feb 27 – Apr 16 Mar 26 – May 14
Apr 23 – Jun 11 May 21 – Jun 9

Tracing your Civil War Ancestors (16 hours) Trace ancestors who served in the Civil War through a large variety of sources of material. Learn to assemble as much information about veterans from County Histories, family records and recollections of the older members of the family.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Online Research Using Search Engines and Directories (16 hours) Learn about directories like DMOZ and popular search engines such as Google, metasearch, specialty search engines and online directories that making it easier to find useful information in less time. Understanding the search tools available and mastering general and advanced search tips can make online research efforts much easier.

Jan 23 – Feb 27 Feb 20 – Mar 26 Mar 19 – Apr 23
Apr 16 – May 21 May 14 – Jun 18

Understanding Search Engines and Online Directories (16 hours) Learn more about how to find the websites you are searching for in less time by learning more about these valuable sources of online information.

Jan 9 – Feb 13 Feb 6 – Mar 12 Mar 5 – Apr 9
Apr 2 – May 7 Apr 30 – Jun 4 May 28 – Jul 2

User-Friendly Web Design (16 hours) Learn how to create: easy to follow and user friendly navigation links, check your site regularly and develop a quality site map used to find pages in a web site.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

For the Senior Learner

Microsoft Excel for Seniors (16 hours) Gain a working knowledge of electronic spreadsheets, what they are and how to use them. Learn to create and format a basic spreadsheet that includes multiple worksheets. Ranges and simple formulas are also covered. Create spreadsheets for evaluation and "hands on" experience. Students will need a copy of Office.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft Office for Seniors (32 hours) Create Word documents that include outlines, tables, styles and sections. Create Excel spreadsheets that include charts and "what-if" analysis. Create PowerPoint presentations. Create Access databases that include tables, forms, queries and reports. Students will need a copy of Office.

Jan 23 – Mar 12 Feb 20 – Apr 9 Mar 19 – May 7
Apr 16 – Jun 4 May 14 – Jun 2

Microsoft Outlook for Seniors (16 hours) Use Outlook to create email, schedule events, and define contacts and tasks. Learn to organize email, add formatting and personalize emails. Learn to share calendars across the Internet. Students will need a copy of Outlook.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft PowerPoint for Seniors (16 hours) Learn to work with PowerPoint to create and view presentations. Create slideshows and use PowerPoint to create web-based presentations. Learn to incorporate Excel data, charts, and animations into presentations. Students will need a copy of Office.

Jan 16 – Feb 20 Feb 13 – Mar 19 Mar 12 – Apr 16
Apr 9 – May 14 May 7 – Jun 11

Microsoft Word for Seniors (16 hours) Create, edit, format and print documents that include outlines, tables, styles and sections. Other topics include: printing, saving, and retrieving files. Create documents for evaluation and "hands on" experience. Students will need a copy of Office.

Jan 30 – Mar 5 Feb 27 – Apr 2 Mar 26 – Apr 30
Apr 23 – May 28 May 21 – Jun 25

Photoshop Introduction for Seniors (32 hours) Learn the basics of Photoshop for retouching images and drawing. Use various techniques to edit and retouch images. Prepare images for a web site or for printed documents. Edit images using painting tools, clone stamp and drawing tools. Create new images using the pen, drawing, and painting tools. Create and edit images using layers. Students will need a copy of Photoshop.

Jan 9 – Feb 27 Feb 6 – Mar 26 Mar 5 – Apr 23
Apr 2 – May 21 Apr 30 – Jun 18 May 28 – Jul 16