

Danville Area Community College

COMMUNITY EDUCATION

Summer & Fall 2008 Computer Schedules

Please register early to avoid a class being cancelled.

Call 217-477-0603 NOW!



DANVILLE AREA COMMUNITY COLLEGE

COMPUTER/TECHNOLOGY

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.
 July 7- 28, Mondays 5:30-8:30 p.m.
 September 8-29, Mondays 5:30-8:30 p.m.
 October 4-25, Saturdays 9 a.m.-12 p.m.

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.
 August 4-25, Mondays 9 a.m.-12 p.m.
 September 9-30, Tuesdays 1:00-4:00 p.m.
 October 2-23, Thursdays 5:30-8:30 p.m.
 November 1-22, Saturdays 9 a.m.-12 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.
 June 3-24, Tuesdays 5:30-8:30 p.m.
 August 4-25, Mondays 1-4 p.m.
 September 4-25, Thursdays 9 a.m.-12 p.m.
 October 7-28, Tuesdays 1-4 p.m.
 November 5-26, Wednesdays 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.
 July 1-22, Tuesdays 5:30-8:30 p.m.
 August 5-26, Tuesdays 5:30-8:30 p.m.
 September 8-29, Mondays 1-4 p.m.
 October 2-23, Thursdays 9 a.m.-12 p.m.
 November 3-24, Mondays 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.
 May 2-23, Fridays 9 a.m.-12 p.m.
 July 1-22, Tuesdays 1-4 p.m.
 August 4-25, Mondays 5:30-8:30 p.m.
 October 6-27, Mondays 9 a.m.-12 p.m.
 October 30-November 20, Thursdays 1-4 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.
 June 7-21, Saturdays 8:30 a.m.-12 p.m.
 July 11-August 1, Fridays 9 a.m.-12 p.m.
 August 7-28, Thursdays 5:30-8:30 p.m.
 September 9-30, Tuesdays 5:30-8:30 p.m.
 October 8-29, Wednesdays 1-4 p.m.
 October 31-November 21, Fridays 5:30-8:30 p.m.
 December 1-22, Mondays 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.
 May 23-June 13, Fridays 1-4 p.m.
 July 11-August 1, Fridays 5:30-8:30 p.m.
 August 5-26, Tuesdays 1-4 p.m.
 September 8-29, Mondays 9 a.m.-12 p.m.
 October 2-23, Thursdays 1-4:00 p.m.
 October 30-November 20, Thursdays 5:30-8:30 p.m.
 December 2-23, Tuesdays 1-4 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.
 May 6-27, Tuesdays 9 a.m.-12 p.m.
 June 4-25, Wednesdays 1-4 p.m.
 July 1-22, Tuesdays 9 a.m.-12 p.m.
 August 7-28, Thursdays 9 a.m.-12 p.m.
 September 6-20, Saturdays 8:30 a.m.-12:30 p.m.
 November 4-25, Tuesdays 9 a.m.-12 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.
 June 5-26, Thursdays 5:30-8:30 p.m.
 July 7-28, Mondays 1-4 p.m.
 August 5-26, Tuesdays 9 a.m.-12 p.m.
 September 4-25, Thursdays 5:30-8:30 p.m.
 October 6-27, Mondays 5:30-8:30 p.m.
 November 4-25, Tuesdays 1-4 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.
 May 5-June 2, Mondays 9 a.m.-12 p.m.
 September 10-October 1, Wednesdays 1-4 p.m.
 November 3-24, Mondays 1-4 p.m.

Corporate & Community Education
 Please register early to avoid a class being
 cancelled. Call 217-477-0603 NOW!

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.
 June 5-26, Thursdays 1-4 p.m.
 August 2-16, Saturdays 8:30 a.m.-12:30 p.m.
 September 9-30, Tuesdays 9 a.m.-12 p.m.
 November 3-24, Mondays 9 a.m.-12 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.
 May 6-27, Tuesdays 5:30-8:30 p.m.
 July 10-31, Thursdays 1-4 p.m.
 October 6-27, Mondays 1-4 p.m.

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.
 May 14, Wednesday 5:30-8:30 p.m.
 July 16, Wednesday 5:30-8:30 p.m.
 September 10, Wednesday 5:30-8:30 p.m.
 October 14, Tuesday 5:30-8:30 p.m.
 November 18, Tuesday 5:30-8:30 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.
 June 16-July 7, Mondays 6-9 p.m.
 October 20-November 10, Mondays 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.
 July 14-August 4, Mondays 6-9 p.m.
 October 9-30, Thursdays 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.
 June 3-24, Tuesdays, 6-9 p.m.
 September 11-October 2, Thursdays 6-9 p.m.
 November 29-December 20, Saturdays 9 a.m.-12 p.m.

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.
 May 7-28, Wednesdays 1-4 p.m.
 July 5-19, Saturdays 8:30 a.m.-12 p.m.
 September 10-October 1, Wednesdays 5:30-8:30 p.m.
 October 30-November 20, Thursdays 9 a.m.-12 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.
 May 21-June 11, Wednesdays 9 a.m.-12 p.m.
 July 10-31, Thursdays 5:30-8:30 p.m.
 August 7-28, Thursdays 1-4 p.m.
 September 10-October 1, Wednesdays 9 a.m.-12 p.m.
 October 7-28, Tuesdays 5:30-8:30 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.
 May 1-22, Thursdays 5:30-8:30 p.m.
 July 2-23, Wednesdays 5:30-8:30 p.m.
 September 4-25, Thursdays 1-4 p.m.
 October 15-November 5, Wednesdays 9 a.m.-12 p.m.
 November 18-December 9, Tuesdays ... 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.
 June 2-23, Mondays 5:30-8:30 p.m.
 August 8-29, Fridays 9 a.m.-12 p.m.
 October 7-28, Tuesdays 9 a.m.-12 p.m.
 December 1-22, Mondays 1-4 p.m.

CRIS Senior Services Senior Health, Safety & Wellness Fair Thursday, May 22, 2008

An "expanded" event for the 8th year
 at DACC Mary Miller Gym.
 Health Screenings, Events, Entertainment & Bungo!

Co-Sponsors:
 DACC Corporate & Community Education & CRIS Senior Services

Corporate & Community Education
 Please register early to avoid a class being
 cancelled. Call 217-477-0603 NOW!

CCE On-Line TRAINING

To view a complete list of courses and their detailed syllabuses.

Visit our website at: dacc.continuetolearn.com

COMPUTERS AND TECHNOLOGY

Adobe: Acrobat, Go Live, Illustrator and Premiere
ASP.Net Using C#
ASP.Net Using Visual Basic.Net
Building Accessible Web Pages
C# Introduction & Advanced
C++ Introduction & Advanced
Cold Fusion Introduction & Advanced
Cool Web Pages with CSS and Layers
Dreamweaver Introduction & Advanced
Fireworks
Flash, Action Scripting, Creating Cool Buttons
Freehand
Game Programming with Flash MX
Getting Started with Blogging
HTML: Jumpstart & HTML/XHTML
Java: Introduction & Advanced, Java Server Pages (JSP), JavaScript
Microsoft Access: Beginners, Comprehensive, Professional Users
Microsoft Excel: Beginners, Comprehensive, Professional Users, Financial Management
Microsoft FrontPage
Microsoft Office: Beginners, Professional Users
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project: Beginners, Comprehensive, Professional Users
Microsoft Publisher
Microsoft Visio
Microsoft Word: Beginners, Comprehensive, Professional Users
Microsoft Word: Long Document Tools
MySQL Introduction
PageMaker Introduction
PERL Scripting for the Web
Photoshop: Introduction, Intermediate, Jumpstart, Digital Scrapbooking, Text Effects
PHP Web Programming
Programming Introduction
RSS Basics
SQL Programming
VBA Programming
Visual Basic.Net Advanced
Visual Basic.Net Introduction

Web Development with Dreamweaver and ASP.Net
Web Development with Dreamweaver and Cold Fusion
Web Development with Dreamweaver, PHP and MySQL
Web Graphics
XML Introduction

PROFESSIONAL DEVELOPMENT

Basic Management Skills
Basic Occupation Skills
Becoming an Extraordinary Problem-Solver
Brain Boosters
Business and the Media: I & II
Business Writing for Busy Professionals – Part 1 & Part 2
Dealing Positively with Conflict
Editing and Proofreading for Business Writers – Part 1 & Part 2
Essentials of Managing Successful Meetings
Envisioning Your Desired Future
Fundamentals of Instructional Design
Fundamentals of Project Management
Improving What We Do: Process Improvement Fundamentals
Introduction to Project Management
Introduction to Six Sigma
Introduction to Successful Grant Writing
Leading Change
Learning Styles in the Classroom
Microsoft Access: Forms, Queries, Reports
Microsoft Excel: Charting, Data Management Features
Microsoft Outlook: Taming Your Inbox
Microsoft PowerPoint: Multimedia Presentations
Microsoft Word: Desktop Publishing, Proofing Tools
Moving a Course From the Classroom to Cyberspace
Multiple Intelligences in the Classroom
Overcoming Chaos
Personality Types Among Us
Planning to Succeed: Fundamentals of Strategic Planning

Preventive Stress Management
Principles of Management
QuickBooks Introduction
Teaching Online Successfully
Telephone Techniques for Excellent Customer Service
Thriving on Change
Understanding and Solving Performance Issues

PERSONAL DEVELOPMENT

An Expedition to Aztlán – the Treasures of Mexico
Basic Church Administration
GED: Math Review, Reading Review, GED Review, Science Review, Social Studies Review, Writing Review
History of Christianity
Intro to Genealogy - Building Your Family Tree
Old Testament Survey I & II
Online Research Using Search Engines and Directories
Positive Parenting
Tracing your Civil War Ancestors
Understanding Search Engines and Online Directories
User-Friendly Web Design
Who Are the Women of the Bible?
Women in Christian Leadership Today59

For the Senior Learner

Microsoft Excel for Seniors
Microsoft Office for Seniors
Microsoft Outlook for Seniors
Microsoft PowerPoint for Seniors
Microsoft Word for Seniors
Photoshop Introduction for Seniors

“On-Line” Course Fees

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

Call: (217) 477-0603

Fax: (217) 443-5995

or

E-mail: cce@dacc.edu

Web: dacc.edu/cce

To Register or to find out more about the On-Line Courses, call us at (217) 477-0603, M-F 8 a.m.-5 p.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.