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## Basic Computer Classes

### Beginning Computers for Workplace Readiness

If you're brand new to computers and find that you lack the computer skills that you need for your desired job, this class is a great place to start! Get an intro to popular computers and then learn about popular software programs that are commonly used in business offices. Focus on Microsoft 2007 Word and Excel and get a brief overview of Powerpoint, Access, and Outlook. Prerequisites: None.

### Computers Level 1

This course includes basic keyboarding and the overview of computer literacy topics such as applications software, the internet and World Wide Web, and issues about technology. Students will have hands on practice; learn about solving problems and finding information using the internet. Learn about using windows, the mouse and the keyboard. Starting and restarting, file creation, etc. Prerequisites: None.

### Computers Level 2

The primary objectives of this course are to acquaint you with Windows, internet, and email. You will be able to send and receive email and attachments in the classroom. Prerequisites: None

### Microsoft Office Overview 2007

Often referred to as simply "Office", Microsoft offers a collection of programs that you can use to produce a wide variety of documents, including letters, spread sheets, mailing lists, graphics presentations, Web pages, & comprehensive reports. Overview (equivalent to Level 1) includes Word, Excel, PowerPoint, & Access. Prerequisites: Basic computer skills.

## Microsoft Office Specialist Certification Courses

### Microsoft Word 2007 for Certification

Use this course as an intro to Word if you're a beginner or as a forum to prepare for the MOS Word Exam. In [level 1](#), review the fundamentals, document basics, and working with and editing text. [Level 2](#) explores formatting characters, paragraphs, pages, working with themes, styles and tables. [Level 3](#), the advanced level, will review working with shapes and pictures, mailings, using document

collaboration tools, and working with WordArt, SmartArt, and Charts. In addition to in class instruction your instructor will also introduce you to an online component where you will be able to use interactive software to practice using Word and prepare for the certification exam. Prerequisites: Basic computer skills.

### Microsoft Excel 2007 for Certification

Use this course as an intro to Excel if you're a beginner or as a forum to prepare for the MOS Excel Exam. In [level 1](#) get to know the basics, creating and manipulating data, modifying cell content, formatting data, text, numbers, and tables and understanding formulas. In [level 2](#) learn more about formulas, charts, and advanced formatting. [Level 3](#) will explore functions, objects, auditing, and advanced excel features. In addition to in class instruction your instructor will also introduce you to an online component where you will be able to use interactive software to practice using Excel and prepare for the certification exam.

## Accounting Classes

### Quickbooks 2011

This program contains all the features necessary to organize your personal or business finances & allows you to focus on your financial needs without becoming an accountant or a financial planner. You will learn how to easily determine your financial worth, create reports, list all your cash, checks, & credit card transactions, & much more. Prerequisites: Basic computer skills.

## Adobe CS5 Courses

### Photoshop, InDesign, Illustrator

Learn the basics of these powerful software programs in a variety of different Adobe classes. Prerequisites: Basic computer skills, knowledge of Macintosh operating systems is a plus.

### Web Design Level 1 & 2 (Hybrid: Live class + Online)

In level 1 learn to construct web pages with Dreamweaver CS5. In this course, students will cover HTML basics, defining sites, path structure, file management, linking, inserting images, tables, functions of the Internet & the basic anatomy of a website from the server to the viewed

web page. Upon completion, students will be able to create a basic web site to simple specifications. Level 2 will allow you to get more comfortable with more advanced pages and features of Dreamweaver. Prerequisites: basic computer skills, knowledge of Mac operating system is a plus.

## Macintosh Classes

### Macintosh Update

Includes troubleshooting, class discussion of computer news, demonstrations of software & hardware, information on updates for OS & applications, & hands-on practice of various software programs. Prerequisites: Intermediate to advanced knowledge of the Macintosh computer.

### Mac: Getting Started Level 1

This class will provide an overview of Macintosh System 10.5 (Leopard). Although it is geared to the "switcher" (a previous user of either Windows or System 10.4), it will also provide a great review for anyone using Tiger who wants to become more familiar with the Leopard operating system. Prerequisites: None.



### Mac: Getting Started Level 2

This course continues with more advanced features of the Leopard operating system, including tips & tricks and shortcuts. It will also cover three of the most used applications which are included with 10.5. Keep all your contact information in Address Book; organize in groups, print labels, lists & envelopes. Use the Mail application to retrieve your email from multiple email addresses and organize it; learn to send & receive attachments and much more. Prerequisites: Mac: Getting Started Level 1.

### Mac: iLife 09 (iMovie & iDVD)

Learn to create your own DVD from your own photo slideshows, Keynote presentations and movies - complete with professional background themes, animated menus, buttons and more. iMovie's friendly digital video editing software program is simple and complete, anything recorded can be put into your computer, edited, and saved as a completed movie. Prerequisites: basic mac knowledge.



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## Mac: iWork '09 (pages, Keynote & Numbers)

This course overviews the 3 applications which are part of Apple's iWork '09 suite. Pages is an intuitive word processing program makes it easy to switch between word processing and page layout modes and includes lots of templates and built-in styles to help you quickly produce beautiful, media-rich documents. With Numbers' great looking templates, easy-to-create formulas, and dynamic tables and charts, you can organize your data in spreadsheets, but with a flexible, free-form graphical interface. Keynote allows you to create absolutely stunning, cinema-quality presentations and easily share them with others. **Prerequisites: Basic Mac knowledge.**

## Mac Tips & Tricks

Learn time-saving tips & tricks to help make your use of the computer more productive. We'll also cover shortcuts that are not commonly known and have lots of fun getting to know more about our Macs, the Finder, and various Apple applications. **Prerequisites: Basic Mac knowledge.**

## Evernote

Evernote allows you to create a free account online; then you create notes and organize them using text, web content, screenshots, email and even images and audio which you can access anytime. This course covers the Evernote program available from [www.evernote.com](http://www.evernote.com). Evernote allows you to easily capture information in any environment using whatever device or platform you find most convenient, and makes this information accessible and searchable at any time, from anywhere. **Prerequisites: basic Mac knowledge a plus.**

## iPhoto '09

This course overviews Apple's iPhoto application, which is part of the iLife suite of programs. iPhoto is a full-featured program which allows you to work with your digital photographs and encompasses everything from importing, editing and sharing your photos. **Prerequisites: basic Mac knowledge.**

## Pages

This course overviews Apple's Pages application, which is part of the iWork '09 suite of programs. This intuitive word processing program makes it easy to switch between word processing and page layout modes and includes lots of templates and built-in styles to help you quickly produce beautiful, media-rich documents. **Prerequisites: Basic Mac knowledge.**

## Printshop 2

This course overviews Software Mackiev's PrintShop 2 for Mac application. With 32 project types, including greeting cards, online greetings, banners, certificates, letterhead, envelopes, labels, newsletters, pamphlets, calendars, photo pages and more. **Prerequisites: Basic Mac knowledge**

## Numbers

This course overviews Apple's Numbers application, which is part of the iWork '09 suite of programs. Its counterpart in the Microsoft Office Suite would be Excel. With great looking templates, easy-to-create formulas, and dynamic tables and charts, you can organize your data in spreadsheets, but with a flexible, free-form graphical interface. **Prerequisites: Basic Mac knowledge.**

## Address Book & Mail

This course overviews Apple's Address Book application, which comes preloaded on all new computers. Address Book allows you to enter all of your contact information in one place and makes managing it simple. **Prerequisites: Basic Mac knowledge.**

## Keynote

Easy-to-use tools let you add elements such as tables, charts, media, and shapes to your slides. Add a table with a click. Just as easily add a 3D chart that you can animate. With the Media Browser, you can drag and drop photos from your iPhoto or Aperture libraries, movies from your Movies folder, and music from your iTunes library. **Prerequisites: None.**

## Apple iClasses

### iTunes & iPod

This course also covers the basics of using your iPod and the advanced features of iTunes. Students can bring in their own iPod and work along with the instructor, as well as watch demos of advanced features. **Prerequisites: None.**

### Safari/Firefox/Google

This course overviews three web browser applications: Safari, Firefox, and Google. Safari comes preloaded on all Macintosh computers and Firefox/Google are free downloads for Mac or PC. Learn how to take full advantage of all features functions. **Prerequisites: Knowledge of basic computer skills.**

### Using your iPhone

This course covers the basics of using your iPhone. Students can bring in their own iPhone, if they have one, and work along with the instructor. Information and demos will also be provided. **Prerequisites: None.**

### Using your iPad

iPad features incredible applications like Mail, Calendar, Notes and Safari in a beautiful, thin and light design, so you stay productive anywhere. With easy, secure integration into business environments and a robust platform for app development, iPad is ready to start working when you are. **Prerequisites: None.**

## Social Media

### Social Media for Fun and Profit

Get an overview of Facebook, Twitter, YouTube, Podcasting, and more. Learn how to market yourself and your small business on the internet in this class.

**Register early! Classes have limited enrollment. Pre-Registration & Pre-Payment are required. A daytime phone number is required on your registration form so that in the event a class is canceled, we can notify you.**

**In person walk to the Admission Office:**  
Monday - Thursday: 8:00 am - 7:00 pm  
Friday 8:00 am - 2:30pm

**Phone registration - 407-622-2941**  
Credit cards -Visa or Mastercard.  
8am - 2pm; Monday -Friday  
**For additional information,  
Contact: 407-622- 2952**