

Address Book OS X

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: Macintosh OS X Tiger & familiarity with the Macintosh computer.*

Computer Basics

This course is an 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.*

Digital Photography: Using Photoshop CS3

Adobe Photoshop is a graphic program designed to work with photographs. This class will discuss the ideas pertaining to professional photographers. It is not about taking photographs, but rather the issues that photographers face after they have taken the photograph and uploaded it to their computer. These include but are not limited to: resizing, levels, curves, color correction, black and white conversions, blemish removal, feathering, and frames. *Prerequisites: Intermediate Photoshop User.*

Digital Scrapbooking: Using PS Elements 7.0

Capture a moment and preserve it in a layout. Digital scrapbooking does the entire process on your computer, using photo editing software packages. You still work with a background piece of paper, various elements, letters and such, but now they are all digital pieces that you assemble on your computer screen. *Prerequisites: Basic Elements knowledge.*

Dreamweaver Level 1 & 2

Learn to construct web pages with Dreamweaver. 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. *Prerequisites: An Intermediate or Advanced computer user.*

Dreamweaver & Flash ~ Web Design

Understand the language & uses of Dreamweaver & Flash (Webpage animation. Create dynamic websites using deliver motion graphics, movies, sound files & more. *Prerequisites: Beginning Computers, Internet & Dreamweaver.*

Email for Windows

The primary objectives of this course are to acquaint you with Windows and the email. You will be able to send and

receive email and attachments in the classroom.

Prerequisites: Beginning Computers

Excel Level 1 & 2

With this spreadsheet software, discover the one-stop toolbar & many other timesaving features as you learn to create, edit, format, & print financial worksheets. Learn to work with multiple spreadsheets, auto formatting, formulas, creating charts, auto calculate, using alignment features, & creating charts. You will also be taught unique functions such as Sum, Average, Max & Min; data ranges, tables, pivot tables and Macros naming ranges & much more. *Prerequisites: Typing is a PLUS & Windows XP or Vista.*

Firefox & Safari

This course overviews two web browser applications for the Macintosh: Apple's Safari and Mozilla's Firefox. Safari comes preloaded on all Macintosh computers and Firefox is a free download for Mac or PC. Learn how to setup your preferences & customize these programs to take full advantage of all features, including tabbed browsing, auto-fill & built-in search functions. *Prerequisites: Knowledge of basic computer skills.*

Google Earth

This course overviews the Google Earth program (available for both Mac & Windows for free at <http://earth.google.com>). Google Earth lets you fly anywhere on Earth to view satellite imagery, maps, terrain, 3D buildings and even explore galaxies in the Sky. You can explore rich geographical content, get driving directions and save your toured places to easily visit them again. *Prerequisites: None.*

Illustrator Level 1 & 2

This class will discuss the ins and outs of this powerful vector art-drawing computer program. Illustrator uses vectors to create computer graphics. We will discuss computer graphics basics, discuss practical uses for Illustrator for work or personal uses, fonts, filters, pen tool, and much more. *Prerequisites: Knowledge of basic computer skills.*

iPhone – 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.*

iPhoto

The iPhoto program by Apple is an amazing digital photo application containing a multitude of features behind a simple, easy to use interface. We will cover importing, creating albums, organizing & editing, & discuss the various ways of showing, printing & sharing your photos. *Prerequisites: Intermediate Macintosh user.*

iTunes

Learn to use the iTunes program by Apple. This class will show you how to listen to your audio CDs & create Playlists, burn your own CDs from your music collection & even listen to live Internet radio. *Prerequisites: Intermediate Mac user.*

iWeb Part 1 & 2

This course overviews Apple's iWeb application, which is part of the iLife suite of programs. iWeb allows you to quickly create websites & blogs, complete with photos and movies, and get them online fast. This course ONLY covers publishing to a .Mac account; therefore students MUST have an active .Mac account. **Note:** You can create a trial account by visiting <http://apple.com/dotmac>. *Prerequisites: Mac OS X Tiger & familiarity with Macintosh*

InDesign Level 1 and/or Level 2

InDesign CS3 software takes page design to a new level, combining extraordinary production power & creative freedom with innovative cross-media support. Through its tight integration with Photoshop, Illustrator, & Acrobat software. InDesign helps you produce publications quickly & output them reliably. Learn the basic and advanced features, as well as create layouts with text, graphics, frames, tables & much more. *Prerequisites: Intermediate computer user.*

Keyboarding

Stop using the hunt-&-peck method of typing. Learn how to type quickly & easily using exercises designed to increase speed & efficiency. This hands-on class is just the place to start for beginners or those who are eager to use their time more effectively by learning to type properly. *Prerequisites: None.*

Macintosh Leopard 1 & 2

This class is for beginning students who are interested in learning about the OS of the Macintosh. Some of the topics that will be covered are: understanding the different interfaces, changing properties, file management, customizing & installing applications, burning to a CD & using other saving devices, troubleshooting & brief introduction to iTunes, iPhoto & iMovie. *Prerequisites: None.*

Macintosh Keynote

In this class you will learn to develop and deliver stunning & interactive presentations using Macintosh software. You will learn to use the toolbars, inspector &, palettes. You will also understand how to add images, sound, transitions, charts, tables & apply themes and templates to your presentation. *Prerequisite: Intro to Inter. Mac user.*

Mac Numbers

This application is a part of iWorks. Learn to use this powerful but very easy Spreadsheet. The instructor will give step by step procedures to teach the features of Numbers including Spreadsheet Templates, Tables, and Charts. You will use some of the templates included in the software to learn how to create your own Charts and Templates.

Prerequisites: Basic Mac understanding

Mac for Beginners & PC Switchers

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 operating system.

Prerequisites: None.

Mac Updates

Overview of new computer technologies & programs on the Macintosh computer. Including troubleshooting, class discussion of computer news, demonstrations of software & hardware, information on updates for OS & applications, & hands-on practice of various software programs.

Prerequisites: Beginning Computers, intermediate to advanced knowledge of the Macintosh computer.

MS Office 2007 Overview ~ Microsoft

Microsoft Office, often referred to as simply “Office”, is a collection of programs that you can use to produce a wide variety of documents, including letters, spread sheets, mailing lists, graphics presentation, Web pages, & comprehensive reports. Overview (equivalent to Level 1) includes Word, Excel, PowerPoint, & Access. *Prerequisites: Beginning Computers/ Windows XP or Vista.*

Photoshop Elements 7.0

Photoshop Elements is a program for the mid-range image editing market. It's not as powerful as its big brother - Photoshop CS3 but it still has some very powerful & automated capabilities. This class is geared for someone just getting into Digital Photography, Scrapbooking or creating computer graphic images. Retouching, removing red-eye & wrinkles, adding special effects like vignettes, & even creating panoramic scenes, learn how to choose from hundreds of templates from greeting cards, calendars, stickers, awards, certificates, postcards, & more.

Prerequisites: Windows XP & Microsoft Word.

Photoshop Elements 7.0 Level 2

This class builds on the basic computer graphics foundation taught in the introductory class. More advanced image editing techniques (such as selections & layers) will be covered with an emphasis on more hands-on time.

Prerequisites: Windows & Microsoft Word.

Photoshop Elements 7.0 Level 3

Learn all the filters that come with Photo Elements. Also there will be some integration with the Internet & learning to use E-circle to put photos on a Web Page. *Prerequisites: Photoshop Elements Level 1 & Microsoft Word.*

Photoshop CS3 Level 1 & 2

Learn to enhance and manipulate photos using the powerful Adobe Photoshop CS3 program software. This entry-level course will cover the functions and performance of Photoshop CS3 through step-by-step lessons. Upon completion, you will be able to correct and enhance your own photos like a pro. You will use Adobe Photoshop CS3 on the Windows Operating System. This is an introductory Photoshop course designed for users with no prior experience using Photoshop. *Prerequisites: This course is designed for an intermediate or advanced computer user.*

Photoshop CS3 Level 3 / Advanced Techniques

Take hold of the high-end graphics program used by professionals by creating advanced projects. A comprehensive project from fixing the photos, creating a pattern for the final layout and using layer masks will comprise the majority of the class. *Prerequisites: Photoshop Levels 1&2.*

Photoshop CS3, Illustrator & InDesign: Putting it together

Use Adobe Photoshop, Illustrator and InDesign to learn the basics of putting the three software programs together to create a single product. This course assumes that students have a basic understanding of at least two of the three programs. You will learn Photoshop: selections, blending, layer; Illustrator: Pen, text and arranging objects; InDesign: Facing/Master pages, placing, preflight, and packaging. *Prerequisites: Basic understanding of Photoshop, Illustrator and InDesign.*

PowerPoint 2007 Level 1 and/or Level 2

Learn to use this impressive presentation program. Discover how easy it is to create incredible sales reports by using an existing formatted presentation, setting up a master slide, & creating graphics & slide shows. *Prerequisites: Keyboarding/Windows XP, & Microsoft Word.*

Practice Lab (Windows or Photoshop)

Extra practice time on the computer. Use our equipment & software. No lecture. Work at your own pace on your own projects. There will be an instructor available to help & answer questions. Limited step-by-step books available. You can purchase books from our bookstore. Tutorials are available for beginners. *Prerequisites: Taken a computer class.*

Publisher 2007 ~ Microsoft

With Publisher it's easier than ever to design, create and publish professional materials for personal or business use. Not only is Publisher a great program at developing publications, but it can help you with your scrapbooking adventures as well. This class will cover the use of text boxes, columns, importing, tables, templates and much more. *Prerequisites: Basic knowledge with other MS Office programs.*

QuickBooks Level 1 & 2

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: Beginning Computers/ Windows XP- Typing a PLUS.*

Websites: Design, Plan, Publish

This course will discuss detailed design plans for websites that take into consideration the following: audience needs, site purpose, and various technical issues of a successful Web site. This class will offer many opportunities for challenging hands-on activities. Topics will include the web environment, web publishing essentials, planning a successful website: multimedia, promoting and maintaining a website, and much more! This course is for the user who has some knowledge of websites – including working knowledge of a web design program like Dreamweaver or FrontPage. *Prerequisites: Dreamweaver or FrontPage.*

Windows XP Basics & Beyond

Learn to use the Windows menus, functions, & applications. Learn the different ways to start & exit Windows, using multiple users. Learn to use the various elements of the Windows Desktop, setting screen savers & backgrounds, & how to manage (save/delete) files on the hard drive and Windows system programs & utilities, system setup & configurations. *Prerequisites: Computer Basics or equivalent knowledge.*

Word Level 1 & 2

A powerful word processing software application. It is designed to make the creation of quality documents fast and easy. Word processing software allows you to type the text of a document and edit, move, and stylize that text, even after it has been typed. Word processors provide enormous flexibility in how the finished product will appear. This is a hands on class designed for users with no prior software knowledge using Microsoft Word 2007. *Prerequisites: Keyboarding &/or Windows XP.*