

Access Level I

This is a powerful database management program designed to run in the Windows environment. Its primary purpose is to provide an efficient system for storing large amounts of data—a system in which any one piece of information can be quickly located. *Prerequisites: Word Processing ~ Typing is a PLUS..*

Access Level II

This class will broaden the users' knowledge of Access by introducing the concept of working with multiple tables & relating the tables. It will also include intermediate techniques for queries & reports, customizing forms & using the database wizard. *Prerequisites: Access Level I*

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.*

Designing Web Sites using XHTML & HTML

Learn to construct Web pages with HTML (Hypertext Markup Language) & XHTML (Extensible Hypertext Markup Language). The course will cover basic XHTML codes to include images, lists, tables, links, hexadecimal color values & frames. It will also cover the procedure for setting up a Web site on the Internet. *Prerequisites: Beginning Computers/Windows XP & Internet.*

Dreamweaver Level I

Learn to construct web pages with Dreamweaver. In this entry-level 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 Level II

In this course, students will cover features such as: XHTML basics, rollovers, CSS, forms, templates, integrating with Fireworks, the find & replace command, Media objects/plugin-ins, iFrames & publishing a site to the Internet. Upon completion, students will be able to create a basic web site to simple specifications. *Prerequisites: Dreamweaver Intro. &/or 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 a PLUS.*

Excel Level I

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 & much more. *Prerequisites: Typing is a PLUS & Windows XP or Vista.*

Excel Level II

This class teaches the user the auto calculate, using alignment features, & creating charts. You will also be taught unique functions such as Sum, Average, Max & Min; naming ranges; customizing Excel & more. *Prerequisites: Excel Level I.*

Excel Level III

This class teaches the user how to use data ranges, tables, pivot tables and Macros.. You will also be taught unique functions such as exporting PDF/XPS files, scenarios, SmartArt & more. *Prerequisites: Excel Level II.*

Illustrator Level I

This class will discuss the fundamentals 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, and explore using fonts with filters and effects to create eye catching headlines and much more. *Prerequisites: Knowledge of basic computer skills.*

Illustrator Level II

In this one-day overview class we move past the fundamentals taught in the Illustrator Level I and into the intermediate aspects of creating artwork in this vector art drawing program. Students gain confidence & build experience using the Pen Tool and much more. *Prerequisites: Illustrator Level I.*

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: Inter Mac user.*

iWeb Part 1 & 2

This course overviews Apple's iWeb application, which is part of the iLife o8 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 I &/or Level II

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 user their time more effectively by learning to type properly. *Prerequisites: None.*

Macintosh Tiger- Introduction

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. Macintosh user.*

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.*

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 on Word, Excel, PowerPoint, & Access. *Prerequisites: Beginning Computers/Windows XP or Vista.*

Outlook 2007 Introduction

Outlook is an information manager that enables you to manage & organize different types of information. You can communicate with others using email, store & update contact lists, keep a journal, maintain a to-do list, schedule activities, & create notes. *Prerequisites: Beginners/Windows.*

Photoshop Elements Introduction

Photoshop Elements is a program for the mid-range image editing market. It's not as powerful as its big brother - Photoshop CS2 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. You'll also learn how to choose from hundreds of templates from greeting cards, calendars, stickers, awards, certificates, postcards, & more. *Prerequisites: Windows XP & Microsoft Word.*

Photoshop Elements Intermediate

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 Advanced

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 Introduction & Microsoft Word.*

Photoshop CS3 Level I

Learn the basics of the image-editing program used by professionals. Learn to make & save selections, apply filters, combine multiple images into one, create text for an image, retouch imperfections in an image, a few quick techniques for great effects & much more. *Prerequisites: This course is designed for an intermediate or advanced computer user.*

Photoshop CS3 Level II

Get a firmer footing on this high-end graphics program used by professionals by creating projects. Modify & create images & graphics following step-by-step lessons. Learn to apply filters, combine multiple images into one, create text for an image, & retouch imperfections in an image & more. *Prerequisites: Photoshop Level I.*

Photoshop CS3 Level III

Take hold of the high-end graphics program used by professionals by creating advanced projects. Incorporate Photoshop & Illustrator in step-by-step lessons. Use the toolbox, keyboard shortcuts, filters & palettes. Follow templates to create illustrations. *Prerequisites: Photoshop Levels I & II.*

PowerPoint 2007 Level I &/or Level II

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: to have taken any computer class we offer.*

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 scrap booking 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

This program contains all the features necessary to organize your 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.*

Safari & Firefox Web Browsers

This class covers two web browser programs for the Macintosh. 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. Work efficiently by using Bookmarks to save your most visited websites, learn to organize & manage these lists. *Prerequisite: Basic knowledge of the Macintosh computer.*

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: none.*

Word Level I

In this class you will learn text entry; creating & editing documents; searching & replacing; selecting, moving & copying text; changing justification, margins, orientation, tabs indenting, & using the icon bar. Also covered are proofing & improving a document using a spell check & thesaurus, & much more. *Prerequisites: Keyboarding &/or Windows XP.*

Word Level II

In this class you will learn how to copy & move text; perform a basic mail merge; create a report; & input graphics into a document. You will also learn how to create a table & use the AutoText features. *Prerequisites: Microsoft Word Intro.*