



BUSINESS AND TECHNOLOGY

CONTINUING WORKFORCE EDUCATION • 2009 COURSE SCHEDULE

CTAE
Community Technical & Adult Education

Live Your Dreams

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COMPUTER LITERACY I

Introduction to the use of computers as tools for creativity, communications and organizing information for home or work. No previous computer experience required. Students learn to identify and understand computer hardware and software in the Windows XP environment as well as create file folders, and many other beginning level skills. This class has an open structure to meet the needs of the students for their home computer use.

Room No./Location: CTAE Room 59		Instructor: J. Marang	
Course #	Meeting Days	Meeting Times	
E91010BC-0909	Tuesday	9:00am – 12:00pm	
Start/End Date	Tuition	Lab Fee	Books
8/18/2009-10/6/2009	\$105	\$10	None

COMPUTER LITERACY II

Students build on the skills learned in Computer Literacy I. Students create and edit documents and explore the Microsoft Office environment including email and internet navigation. This class has an open structure to meet the needs of the students for their home computer use.

Room No./Location: CTAE Room 59		Instructor: J. Marang	
Course #	Meeting Days	Meeting Times	
E91010BC-0911	Tuesday	9:00am – 12:00pm	
Start/End Date	Tuition	Lab Fee	Books
10/13/2009-12/1/2009	\$105	\$10	None

BEGINNING COMPUTERS – LEVEL I

This hands-on course is designed for the beginning computer user. Learn the basics of computer operations by way of Windows XP. This course is customized to meet student needs.

Room No./Location: CTAE Room 47		Instructor: S. Hottenstein	
Course #	Meeting Days	Meeting Times	
E91010BC-0906	Wednesday	6:00pm – 8:30pm	
Start/End Date	Tuition	Lab Fee	Books
8/12/2009-10/7/2009	\$58	\$10	Provided

Room No./Location: CTAE Room 47		Instructor: S. Hottenstein	
Course #	Meeting Days	Meeting Times	
E91010BC-0918	Wednesday	6:00pm – 8:30pm	
Start/End Date	Tuition	Lab Fee	Books
10/14/2009-12/9/2009	\$58	\$10	Provided

BEGINNING COMPUTERS – LEVEL 2

Students who want to improve their present computer skills will learn more about Microsoft Windows XP, file searching, web browsing, and Microsoft Applications, such as Word, Excel and PowerPoint 2007. This class has an open structure to meet the needs of the students for their home computer use.

Room No./Location: CTAE Room 59		Instructor: J. Marang	
Course #	Meeting Days	Meeting Times	
E91010BC-0910	Thursday	9:00am – 12:00pm	
Start/End Date	Tuition	Lab Fee	Books
8/20/2009-10/8/2009	\$105	\$10	Provided

BEGINNING COMPUTERS – LEVEL 2

Continue to explore Windows XP and learn advanced file and web searching, Windows Media Player, copying audio CD files, and many more useful skills. This course also provides an introduction to computer networks, firewalls, maintaining and optimizing your computer and scheduling routine disk maintenance and much more. This class is adapted to student need and inquiries.

Room No./Location: CTAE Room 59		Instructor: J. Florio	
Course #	Meeting Days	Meeting Times	
E91010BC-0905	Thursday	6:00pm – 8:30pm	
Start/End Date	Tuition	Lab Fee	Books
8/20/2009-10/8/2009	\$88	\$10	Provided

Room No./Location: CTAE Room 59		Instructor: J. Florio	
Course #	Meeting Days	Meeting Times	
E91010BC-0914	Thursday	6:00pm – 8:30pm	
Start/End Date	Tuition	Lab Fee	Books
10/15/2009-12/10/2009	\$88	\$10	Provided

INTERNET 101 AND BEYOND

This class shows you how to surf the web without drowning. Learn to do smart searches and bookmark favorite websites, use the browser history and customize your home page and more.

Room No./Location: CTAE Room 59		Instructor: J. Marang	
Course #	Meeting Days	Meeting Times	
E91010BC-0912	Thursday	9:00am – 12:00pm	
Start/End Date	Tuition	Lab Fee	Books
10/15/2009-12/10/2009	\$105	\$10	None

KEYBOARDING – LEVEL I

Practice, practice, practice! Typing and document formatting skills are a MUST for using the computer at home or work. This course is for beginners and those who want to improve their speed and accuracy with “touch” keyboarding. This class is taught by a certified business instructor.

Room No./Location:	CTAE Room 47		Instructor:	L. Molloy
Course #	Meeting Days	Meeting Times		
E91010BC-0904	Monday	6:00pm – 8:30pm		
Start/End Date	Tuition	Lab Fee	Books	
8/17/2009-10/19/2009	\$88	\$10	Keyboarding and Formatting Essentials, ISBN: 978-0-538-72976-5	

KEYBOARDING – LEVEL II

More practice! This course reinforces skills for proper typing on the computer keyboard. You will continue to build speed, accuracy and endurance along with improved document formatting skills that help reinforce proper writing, grammar and punctuation skills. This class is taught by a certified business instructor.

Room No./Location:	CTAE Room 47		Instructor:	L. Molloy
Course #	Meeting Days	Meeting Times		
E91010BC-0915	Monday	6:00pm – 8:30pm		
Start/End Date	Tuition	Lab Fee	Books	
10/26/2009-12/14/2009	\$88	\$10	Keyboarding and Formatting Essentials, ISBN: 978-0-538-72976-5	

MICROSOFT WINDOWS VISTA – LEVEL I

This course teaches you the basics of using Windows Vista to students of all levels. Learn to make your computer more secure, more connected and more customized. Master the basics of Vista in a fun, relaxed environment. The instructor is a certified Information Technology professional.

Room No./Location:	CTAE Room 47		Instructor:	R. Jolley
Course #	Meeting Days	Meeting Times		
E91010BC-0919	Thursday	6:00pm – 8:30pm		
Start/End Date	Tuition	Lab Fee	Books	
10/15/2009-12/10/2009	\$88	\$10	Microsoft Windows Vista, Illustrated Series Complete, ISBN: 978-1-4239-0545-5	

QUICKBOOKS PRO 2009

Learn how to keep your own books for a home or small business. This popular home and small business software performs accounting functions and creates financials for you. This class is taught by a Certified Public Accountant or certified business teacher.

Room No./Location:	CTAE Room 59		Instructor:	S. Fourakre, CPA
Course #	Meeting Days	Meeting Times		
E91010BA-0902	Wednesday	9:00am – 12:00pm		
Start/End Date	Tuition	Lab Fee	Books	
8/12/2009-10/7/2009	\$105	\$10	Using QuickBooks Pro 2009 ISBN: 978-0-3246-6404-1	

Room No./Location:	CTAE Room 59		Instructor:	S. Fourakre, CPA
Course #	Meeting Days	Meeting Times		
E91010BA-0903	Wednesday	9:00am – 12:00pm		
Start/End Date	Tuition	Lab Fee	Books	
10/10/2009-12/9/2009	\$105	\$10	Using QuickBooks Pro 2009 ISBN: 978-0-3246-6404-1	

Room No./Location:	CTAE Room 47		Instructor:	L. Hoak
Course #	Meeting Days	Meeting Times		
E91010BA-0901	Thursday	6:00pm – 8:30pm		
Start/End Date	Tuition	Lab Fee	Books	
8/6/2009-9/24/2009	\$88	\$10	Using QuickBooks Pro 2009 ISBN: 978-0-3246-6404-1	

EXCEL 2007 – LEVEL I

Get the right foundation in Microsoft Excel 2007, the spreadsheet program used worldwide in businesses. Learn to create and format a workbook using formulas, charts and graphics for work or home. This class will start you on a path to Microsoft certification. This class is taught by a certified Microsoft Excel 2007 instructor and uses a Microsoft-certified textbook.

Room No./Location:	CTAE Room 59		Instructor:	S. Lambert
Course #	Meeting Days	Meeting Times		
E91010BC-0907	Monday	6:00pm – 8:30pm		
Start/End Date	Tuition	Lab Fee	Books	
8/17/2009-10/19/2009	\$88	\$10	Microsoft Office Excel 2007 – New Perspectives; ISBN 978-1-4239-0585-1	



EXCEL 2007 – LEVEL II

Continue the path towards Excel Expert 2007 certification as you learn the higher-level functions of this powerful program. This class is taught by a certified Microsoft Excel 2007 instructor and uses a Microsoft-certified textbook that covers all of the competencies for the Microsoft exam.

Room No./Location: CTAE Room 59		Instructor: S. Lambert	
Course # E91010BC-0908	Meeting Days Tuesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 8/18/2009-10/6/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office Excel 2007 – New Perspectives; ISBN 978-1-4239-0585-1

Room No./Location: CTAE Room 59		Instructor: S. Lambert	
Course # E91010BC-0916	Meeting Days Tuesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 10/20/2009-12/15/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office Excel 2007 – New Perspectives; ISBN 978-1-4239-0585-1

ADOBE PHOTOSHOP

Learn to edit, enhance and change your photos using this powerful, professional-quality image editor. This class is taught by an Adobe certified instructor.

Room No./Location: CTAE Room 59		Instructor: S. Lambert	
Course # E91010BD-0901	Meeting Days Monday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 10/26/2009-12/14/2009	Tuition \$88	Lab Fee \$10	Books TBA

WORD 2007 – LEVEL I

Start on your path to Microsoft certification or just learn solid foundation skills using this powerful word processing software for home and business. This class is taught by a Microsoft Word 2007 Expert instructor using a Microsoft-certified textbook that covers all of the tested competencies, if you choose to work towards certification.

Room No./Location: CTAE Room 59		Instructor: K. Van Vleet	
Course # E01010BC-0903	Meeting Days Wednesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 8/12/2009-10/07/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office Word 2007 – New Perspectives; ISBN 978-1-4239-0582-0

WORD 2007 – LEVEL II

Continue on your path towards Microsoft certification using the world's leading word processing software. This class is taught by a Microsoft Word 2007 Expert instructor using a Microsoft-certified textbook that covers all of the competencies, if you choose to work towards certification.

Room No./Location: CTAE Room 59		Instructor: K. Van Vleet	
Course # E01010BC-0913	Meeting Days Wednesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 10/14/2009-12/9/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office Word 2007 – New Perspectives; ISBN 978-1-4239-0582-0

POWERPOINT 2007 – LEVEL I

Get started with the foundations with this fun, but powerful, slideshow software. Learn how to create slides, add visual effects, and modify text and graphics as you begin your path towards certification. This class is taught by a certified Microsoft PowerPoint 2007 instructor and uses a Microsoft-certified textbook that covers all of the tested competencies.

Room No./Location: CTAE Room 47		Instructor: K. Van Vleet	
Course # E01010BC-0902	Meeting Days Tuesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 8/18/2009-10/6/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office PowerPoint 2007 – New Perspectives; ISBN 978-1-4239-0593-6

POWERPOINT 2007 – LEVEL II

Continue on your path to certification by applying advanced techniques for special effects and other modifications. Learn to give a dynamic presentation using notes from your slideshow. This class is taught by a certified Microsoft PowerPoint 2007 instructor and uses a Microsoft-certified textbook that covers all of the tested competencies.

Room No./Location: CTAE Room 47		Instructor: K. Van Vleet	
Course # E01010BC-0917	Meeting Days Tuesday	Meeting Times 6:00pm – 8:30pm	
Start/End Date 10/20/2009-12/15/2009	Tuition \$88	Lab Fee \$10	Books Microsoft Office PowerPoint 2007 – New Perspectives; ISBN 978-1-4239-0593-6