

COMPUTER TRAINING

COMPUTER TRAINING

BEGINNING

INTRODUCTION TO THE
PERSONAL COMPUTER

No prerequisite. This course is designed for those who have never used a computer or for those who are thinking about buying a personal computer. Become familiar with terminology. Get a taste of the Windows operating system, the word processor Word, and the spreadsheet Excel through hands-on experience. A great place to start if you're brand new to computing! Cost: \$85

Mon. May 3 9:00AM - 4:00PM 79600

XCTBG-0005-SDG13 Urban Center Inst. Pearce

Tue., Thu. May 4 & 6 5:30 - 8:30PM 77622

XCTBG-0005-CEM03 CCC Technology Center
Inst. Spain

Mon., Tue. May 10 & 11 5:30 - 8:30PM 79601

XCTBG-0005-SDG14 Urban Center
Inst. Diekmann

Tue., Wed., & Thu. Begins June 1

1:00 - 3:00PM 80310

XCTBG-0005-CPP02 CCC Maquoketa Center
Inst. Walke

Tue., Thu. Jul 6 & 8 5:30 - 8:30PM 79800

XCTBG-0005-CEM01 CCC Technology Center
Inst. Spain

Thu. Jul 8 9:00AM - 4:00PM 79672

XCTBG-0005-SDG01 Urban Center Inst. Maxwell

Thu. Jul 22 9:00AM - 4:00PM 79802

XCTBG-0005-CEM02 CCC Technology Center
Inst. Diekmann

**Mon., Wed. Jul 26 & 28 9:00AM - 4:00PM
79848**

XCTBG-0005-SDG02 Urban Center Inst. Staff

BEGINNING COMPUTERS USING
MICROSOFT APPLICATIONS

No prerequisite. Get acquainted with computers in this hands-on course for those with little or no computer experience. Spend six nights learning about hardware and practicing with the most widely-used business software, including word processing, spreadsheet, graphics and windows. Also, a discussion on computer topics such as viruses and the Internet. Cost: \$159

**6 Wks Thu. Begins May 27 6:00 - 9:00PM
79489**

XCTBG-0010-SDG03 Urban Center Inst. Dugan

3 Wks Tue., Wed., & Thu. Begins July 13

1:00 - 3:00PM

XCTBG-0010-CPP03 CCC Maquoketa Center
Inst. Walke

OPERATING SYSTEMS

WINDOWS XP - LEVEL 1

Prerequisite: Introduction to the Personal Computer or equivalent knowledge. This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. You will gain practical information and skills, such as how to manage personal files and folders and how to use many of the programs that come with Windows XP. Cost: \$99

Mon. May 10 9:00AM - 4:00PM 79611

XCTOS-0005-SDG06 Urban Center Inst. Maxwell

Mon. Aug 9 9:00AM - 4:00PM 79847

XCTOS-0005-SDG01 Urban Center
Inst. Diekmann

WINDOWS VISTA

Prerequisite: Introduction to the Personal Computer or equivalent knowledge. Learn to use the Windows Vista operating system. This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. You will become familiar with the basics of personal computers, customize Windows Vista, and manage files and folders. You will also work with simple tools and browse the Internet. Cost: \$99

Wed. May 5 9:00AM - 4:00PM 79603

XCTOS-0025-SDG09 Urban Center Inst. Pearce

Mon., Tue. May 24 & 25 5:30 - 8:30PM 79616

XCTOS-0025-SDG10 Urban Center Inst. Staff

COMPUTER TRAINING

WORD PROCESSING

WORD - LEVEL 1

Prerequisite: Windows - Level 1 or equivalent knowledge. Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide you with the basic concepts required to produce basic business documents. You will learn how to: create a basic document, edit documents by locating and modifying text, format text, format paragraphs, add tables, add graphic elements, control a document's page setup and its overall appearance and proof documents to make them more accurate. Cost: \$99

Tue.,Thu. May 18 & 20 5:30 - 8:30PM 77627
XCTWP-1105-CEM04 CCC Technology Center
Inst. Spain

Thu. May 20 9:00AM - 4:00PM 79612
XCTWP-1105-SDG09 Urban Center Inst. Maxwell

Thu. Jun 3 9:00AM - 4:00PM 77742
XCTWP-1105-CEM06 CCC Technology Center
Inst. Diekmann

Mon.,Tue. Jun 7 & 8 5:30 - 8:30PM 79645
XCTWP-1105-SDG10 Urban Center
Inst. Diekmann

Thu. Jul 15 9:00AM - 4:00PM 79844
XCTWP-1105-SDG01 Urban Center
Inst. Diekmann

Tue.,Thu. Jul 27 & 29 5:30 - 8:30PM 79803
XCTWP-1105-CEM01 CCC Technology Center
Inst. Spain

Thu. Aug 12 9:00AM - 4:00PM 79805
XCTWP-1105-CEM02 CCC Technology Center
Inst. Diekmann

WORD - LEVEL 2

Prerequisite: Word - Level 1. In Word - Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Word on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Word works for you, and you can improve the quality of your work by enhancing your documents with customized Word elements. In this course, you will increase the complexity of your Word documents by learning to use customized lists, tables, charts, graphics and perform mail merges. Cost: \$99

Thu. Jun 3 9:00AM - 4:00PM 79642
XCTWP-1110-SDG05 Urban Center Inst. Maxwell

Thu. Jul 29 9:00AM - 4:00PM 79846
XCTWP-1110-SDG01 Urban Center
Inst. Diekmann

WORD - INSIDE AND OUT

Prerequisite: Windows - Level 1 or Beginning Computers Using Microsoft Applications. In this four-week, hands on course, you will learn basic and advanced features. We will study formatting text, paragraphs and pages to include fonts, character spacing, indents, tabs, line spacing, bullets/numbering, margins, columns and much more. You will work with tables, simple math formulas, envelopes, labels and mail merge features. You will insert special characters, learn shortcuts and work with linking Excel into Word and inserting hyperlinks. You will work with headers, footers, pictures and other graphical elements and, of course, all the proofing tools. These 16 hours will make you a confident Word user! Cost: \$199

4 Wks Tue.,Thu. Begins Jul 20 5:20 - 7:20PM 79493
XCTWP-1020-SDG01 Urban Center Inst. Dugan

SPREADSHEET

EXCEL - LEVEL 1

Prerequisite: Windows - Level 1 or equivalent knowledge. You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will learn to: create a basic worksheet, perform calculations, modify a worksheet, format a worksheet, print the contents of a workbook and manage large workbooks. Cost: \$99

Wed. May 12 9:00AM - 4:00PM 79607
XCTSS-1105-SDG11 Urban Center Inst. Pearce

Tue.,Thu. Jun 1 & 3 5:30 - 8:30PM 77630
XCTSS-1105-CEM05 CCC Technology Center
Inst. Spain

Mon.,Tue. Jun 14 & 15 5:30 - 8:30PM 79653
XCTSS-1105-SDG12 Urban Center Inst. Staff

Thu. Jun 17 9:00AM - 4:00PM 77745
XCTSS-1105-CEM07 CCC Technology Center
Inst. Diekmann

Tue. Jul 6 9:00AM - 4:00PM 79671
XCTSS-1105-SDG01 Urban Center
Inst. Diekmann

Tue.,Thu. Aug 17 & 19 5:30 - 8:30PM 79807
XCTSS-1105-CEM01 CCC Technology Ctr
Inst. Spain

COMPUTER TRAINING

EXCEL - LEVEL 2

Prerequisite: Excel - Level 1. In Excel - Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will learn how to: calculate with advanced formulas, organize worksheet and table data using various techniques, create and modify charts, analyze data using PivotTables and PivotCharts and insert graphic objects. Cost: \$99

Wed. May 26 9:00AM - 4:00PM 79608

XCTSS-1110-SDG06 Urban Center Inst. Pearce

Tue. Jul 27 9:00AM - 4:00PM 79845

XCTSS-1110-SDG01 Urban Center
Inst. Diekmann

EXCEL - INSIDE AND OUT

Prerequisite: Windows - Level 1 or Beginning Computers Using Microsoft Applications. Work with numbers? Then you need to learn Excel. In this four-week hands on course, you'll learn to set up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing mathematical formulas - from basic sums and statistics to ifs, lookups, financial functions and more. Discover dozens of shortcuts and tricks. Learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, and build links between files and more. Cost: \$199

4 Wks Tue.,Thu. Begins Jul 20 7:30 - 9:30PM 79496

XCTSS-1011-SDG01 Urban Center Inst. Dugan

EXCEL - LEVEL 3

Prerequisite: Excel - Level 2. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. Cost: \$99

Wed. Jun 9 9:00AM - 4:00PM 79650

XCTSS-1115-SDG04 Urban Center Inst. Pearce

Tue. Aug 10 9:00AM - 4:00PM 79674

XCTSS-1115-SDG01 Urban Center Inst. Pearce

VISIO - LEVEL 1

Prerequisite: Windows - Level 1 or equivalent knowledge. You'll learn to create several types of diagrams using Microsoft® Office Visio. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio. Cost: \$99

Mon. Jun 21 9:00AM - 4:00PM 79757

XCTSS-1130-SDG01 Urban Center Inst. Maxwell

DATABASES

ACCESS 2007 - LEVELS 1 & 2

Prerequisite: Windows - Level 1 This two-day hands-on course takes you from defining the components of a relational database to developing forms and reports to glean information from your data. Topics to be covered include managing the data in a database, examining existing table relationships, querying a database, designing forms, creating Access reports, designing and creating a new database with related tables and finding and retrieving desired data by using filters and joins between tables and within a single table. Cost: \$195

Tue.,Wed. May 18 & 19 8:30AM - 4:00PM 79614

XCTDB-1060-SDG04 Urban Center Inst. Pearce

Wed.,Thu. Aug 4 & 5 8:30AM - 4:00PM 79673

XCTDB-1060-SDG01 Urban Center Inst. Pearce

ACCESS 2007 - LEVEL 2

Prerequisite: Access 2007 - Level 1. You have the basic skills needed to work with Access 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Cost: \$109

Thu. May 6 8:30AM - 4:30PM 77751

XCTDB-1055-CEM02 CCC Technology Center
Inst. Diekmann

COMPUTER TRAINING**ACCESS 2007 - LEVEL 3**

Prerequisite: Access 2007 - Levels 1 & 2. Your training in and use of Access has provided you with a solid foundation in the basic and intermediate skills for working in Access 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Cost: \$139

Tue. Jun 8 9:00AM - 4:00PM 79646

XCTDB-1065-SDG03 Urban Center Inst. Pearce

Thu. Aug 19 9:00AM - 4:00PM 79676

XCTDB-1065-SDG01 Urban Center Inst. Pearce

PRESENTATION GRAPHICS**POWERPOINT - LEVEL 1**

Prerequisite: Windows - Level 1 or equivalent knowledge. In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with PowerPoint to create electronic presentations. Cost: \$99

Wed. Jun 2 9:00AM - 4:00PM 79639

XCTPG-1105-SDG06 Urban Center Inst. Pearce

Tue.,Thu. Jun 15 & 17 5:30 - 8:30PM 77635

XCTPG-1105-CEM02 CCC Technology Center Inst. Spain

Thu. Aug 12 9:00AM - 4:00PM 79675

XCTPG-1105-SDG01 Urban Center Inst. Pearce

POWERPOINT - LEVEL 2

Prerequisite: PowerPoint - Level 1 or equivalent knowledge. As a PowerPoint user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in a presentation, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication. Cost: \$99

Wed. Jun 16 9:00AM - 4:00PM 79656

XCTPG-1110-SDG04 Urban Center Inst. Pearce

COMMUNICATIONS/SCHEDULING**OUTLOOK - LEVEL 1**

Prerequisite: Windows - Level 1 or equivalent knowledge. This course will provide you with the skills you need to start sending and responding to email in Outlook, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. Cost: \$99

Thu. Jun 24 9:00AM - 4:00PM 79657

XCTCS-1105-SDG05 Urban Center Inst. Staff

DESKTOP PUBLISHING**PUBLISHER - LEVEL 1**

Prerequisite: Windows - Level 1. You're starting Publisher, which is an easy to use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, you will learn how to: create a one-page publication, modify a publication's layout and structure, edit content in a publication, format text, and format pictures. Cost: \$99

Wed. May 19 9:00AM - 4:00PM 77752

XCTDT-1015-CEM04 CCC Technology Center Inst. Staff

Mon. Jun 14 9:00AM - 4:00PM 79652

XCTDT-1015-SDG05 Urban Center Inst. Pearce

INTERNET/INTEGRATION**CREATING WEB PAGES**

Prerequisites: Windows - Level 1 or equivalent knowledge and internet fundamentals and word processing experience. This class will focus on creating web pages using various web builders freely available through the Internet. Learn the basics of creating a web page, working with hyperlinks, embedding graphics and other media, writing basic HTML code and exploring additional Web 2.0 tools such as wikis and blogs. You will leave class with a published website. Cost: \$99

Mon. May 24 9:00AM - 4:00PM 79849

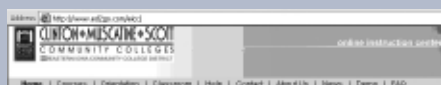
XCTIN-1015-SDG01 Urban Center Inst. Pearce

FACEBOOK, MYSPACE - MAKE THEM YOUR SPACE

Feeling a bit left behind or left out when people talk about all of these internet social networking sites? This beginning class for adults will show you how to get around on Facebook, and introduce you to MySpace, Twitter, LinkedIn and others you've probably never heard of. Bring lots of questions and roll up your sleeves for this interactive session. Cost: \$25

Tue. Jun 22 6:00 - 9:00PM 79763

XCTIN-1030-SDG04 Urban Center Inst. Campbell



ONLINE CLASSES

Eastern Iowa Community College District is pleased to offer you a variety of informative, fun, convenient and highly interactive online classes. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

To learn more about our online courses, visit our online Instruction Center at:

www.ed2go.com/eicc At our Online Instruction Center, you'll find complete course descriptions, lesson outlines, and evaluations from former students, course requirements, instructor credentials, and a demo course.

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may require additional software or have other requirements that are NOT listed in this publication. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course.

At the end of each course, we can provide you with a completion letter. You can show this letter to an existing or potential employer as evidence of having completed all course requirements.

PAYMENT IS DUE AT TIME OF REGISTRATION. We accept MasterCard, Visa, American Express and Discover.

COMPUTERS

KEYBOARDING

Using the computer software program FasType for Windows, you will learn the basic skills of touch-typing. You will need to have a working copy of FasType for Windows installed on your computer. This product is available for \$25 from www.fastypesoftware.com Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78292

XONCT-0005-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78466

XONCT-0005-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78740

XONCT-0005-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79118

XONCT-0005-SDG02 Inst. Internet Classes

COMPUTER SKILLS FOR THE WORKPLACE

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78293

XONCT-0010-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78467

XONCT-0010-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78741

XONCT-0010-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79119

XONCT-0010-SDG02 Inst. Internet Classes

WINDOWS VISTA, INTRODUCTION TO

Learn the important basic skills and concepts you need to take control of your Windows Vista PC. Cost: \$95

6 Wks Wed.,Fri. Begins May 19 78294

XONCT-0017-SDG11 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jun 16 78468

XONCT-0017-SDG12 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Jul 21 78742

XONCT-0017-SDG01 Inst. Internet Classes

6 Wks Wed.,Fri. Begins Aug 18 79120

XONCT-0017-SDG02 Inst. Internet Classes