



Coming this winter: Introduction to Windows 7.

Computer Technologies

Computer Essential Skills

Everything you need to know about computer hardware for home or office. Topics include: navigating Windows Vista using a variety of methods, customizing Windows Vista according to your preferences, working with the control panel to access key settings, working with folders and navigating within Windows Explorer; creating, renaming, deleting and copying files between folders; searching for files and folders quickly, installing and managing printers, handling various device drivers and managing driver settings, and backing up and restoring files.

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 Mon., Sept. 21 – Oct. 26 (5 classes/no class Oct. 12), 7 – 9:30 p.m. \$199 (includes text). Facilitator: Connie Pennell.

Keyboarding

Learning to type using the touch-type method is easy. Once you're comfortable with the keyboard, drills are introduced to increase your speed.

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 Tue., Sept. 22 – Nov. 10, (8 classes), 7 – 9 p.m. \$149 (includes manual). Facilitator: Renee Mercer.

Computer Housekeeping: Cleaning Up Your Hard Drive

Does your computer take a long time to complete a process? Correcting or improving the problem could be as easy as cleaning your hard drive; you'll be surprised to find out how simple and straightforward doing that is. You'll also find out how to remove spyware, adware and how to protect your computer from viruses.

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 Wed., Oct. 7 and 14, (2 classes), 7 – 9:30 p.m. \$99. Facilitator: Ryan Hayward.

Windows Vista: The Basics

Learn how to customize your desktop, configure the start menu, and manage files, folders and applications. You'll also find out how to use the new and unique features of the operating system.

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 Tue., Sept. 29 (1 class), 7 – 9:30 p.m. \$59. Facilitator: Ryan Hayward.

Microsoft Office Outlook 2007


Outlook is not just for e-mail! It is also a powerful scheduling and contacts-management program. This class will teach you all the major components of Outlook, enabling you to manage and organize e-mail messages efficiently, store and categorize contact information, schedule meetings and appointments, and keep track of your to-do list.

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 Tue., Oct. 6 (1 class), 7 – 9:30 p.m. \$59. Facilitator: Penny George.

Microsoft Word 2007, Level 1

Create and edit documents; save, open or close documents; apply formatting options; set tabs and indents; change the view mode, manipulate the text using features such as copy and paste, and preview and print the document. Designed for participants who desire the skills necessary to create, edit, format, and print basic Word 2007 documents.

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 Wed., Sept. 30 – Oct. 14 (3 classes), 9 a.m – 4 p.m. \$229 (includes text). Facilitator: Penny George.



The course was very helpful and explained why cleaning up is necessary for the computer.

Cleaning up Your Hard Drive; Winter 2009



Microsoft Word 2007, Level 2

Now that you're familiar with the basic commands and tools of Word, you'll want to take your knowledge of the program a step further and find out how powerful a document-creation tool Word truly is. You'll learn how to customize toolbars and menus, apply advanced formatting features, incorporate documents, and create and place graphics.

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Wed., Nov. 4 – 25 (3 classes/no class Nov. 11),
9 a.m. – 4 p.m. \$229 (includes text). Facilitator:
Penny George.

Microsoft Excel 2007, Level 1

Work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. This course is designed for students who desire the skills necessary to create, edit, format and print basic worksheets plus manage and audit numerical reports.

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Mon., Sept. 28 – Oct. 19 (3 classes/no class Oct. 12),
9 a.m. – 4 p.m. \$229 (includes text). Facilitator:
Penny George.

Microsoft Excel 2007, Level 2

Apply basic skill-sets along with some intermediate to advanced functions to manage and audit numerical reports. You will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format.

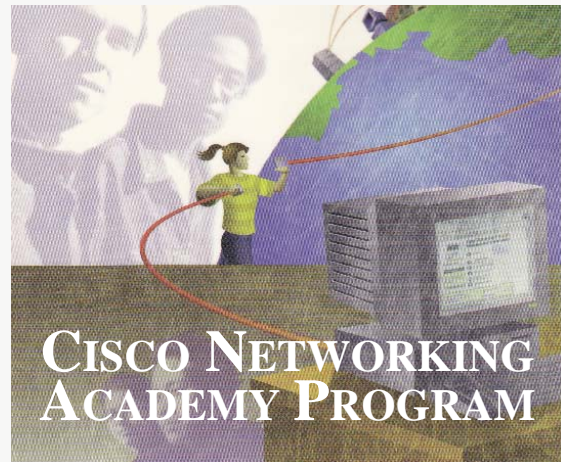
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Mon., Nov. 2 – 16, (3 classes), 9 a.m. – 4 p.m. \$229
(includes text). Facilitator: Penny George.

Microsoft Access 2007, Level 1

Designed for computer users who are new to database programs.

You will learn to create simple databases and modify database objects including tables, forms, reports and queries. You will also be introduced to a variety of Access' commands, functions and capabilities.

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Fri., Oct. 2 – 16, (3 classes) 9 a.m. – 4 p.m. \$229
(includes text). Facilitator: Rob Ryan.

**Earn your CCNA designation**

As a **Cisco Systems Regional Networking Academy**, Lifelong Learning offers you the technical knowledge and advanced networking skills required to prepare for and write the Cisco certified network associate exam leading to the nationally recognized computer networking designation of **Cisco Certified Network Associate (CCNA)**. Upon completion of the four courses, Lifelong Learning will also issue a certificate in Cisco networking.

Available this Fall

- **Cisco, Level 1**
Sat., Nov. 7 – Dec. 5, 9 a.m. – 4 p.m. \$595.
- **Cisco, Level 2**
Wed., Sept. 23 – Oct. 28, 7 – 10 p.m., plus
Sat., Oct. 3, 9 a.m. – noon and Sat.,
Oct. 24, 9 a.m. – 4 p.m. \$595.
- **Cisco, Level 4**
Thu., Sept. 24 – Oct. 29, 7 – 10 p.m. and
one Sat., Oct. 17, 9 a.m. – noon. \$585.

**CCNAs and CCNA
candidates! Take the
next step on your
Cisco certification path.**

Coming in Winter 2010

**CCNP 1 - Building Scalable Cisco
Internetworks (BSCI, the first-level
course towards the CCNP accreditation.**

Join us today! Try our secure, convenient and easy-to-use online registration service.

4 Computer Technologies

Simply Accounting 2007, Level 1

The perfect accounting software for your fast-moving, small- to medium-sized business. Accomplish basic accounting tasks using Simply Accounting. You will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory and managing capital expenses. This course will review some accounting fundamentals.

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Wed., Sept. 30 – Oct. 14, (3 classes), 9 a.m. – 4 p.m.
\$229 (includes text). Facilitator: Rob Ryan.

Simply Accounting 2007, Level 2

Manage the wider scope of transactions encountered in bookkeeping including payroll, inventory and services, projects, accounts receivable and accounts payable.

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Wed., Oct. 28, Nov. 4 and Nov. 18 (3 classes/no class Nov. 11), 9 a.m. – 4 p.m. \$229 (includes text).
Facilitator: Rob Ryan.

Microsoft Office PowerPoint 2007, Level 1

When properly incorporated into presentations, visual aids can have tremendous audience impact. In this introductory course you will be introduced to some guiding design principles. You'll learn how to work with slides, how to incorporate visual elements such as graphics and tables, and how to weave the pieces together to create a compelling and dynamic presentation.

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Mon., Nov. 23 and 30, (2 classes), 9 a.m. – 4 p.m.
\$199 (includes text). Facilitator: Penny George.

Migrating to Microsoft Office 2007 **New!**

This course introduces you to the new and enhanced features available in four Microsoft Office 2007 applications: Word, Excel, PowerPoint and Outlook. You will learn about the results-oriented interface that is the Microsoft Office 2007 environment, and use the tools available in the applications to create, finalize and package professional looking documents.

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Tue., Nov. 17 and 24, (2 classes) 9 a.m. – 4 p.m.
\$199 (includes text). Facilitator: Penny George.

Successful Project Management: MS Project 2003

You'll learn to manage resources and tasks; create, edit and assign resources; assign cost rates and calculate the cost of resources; tasks and projects, create, edit and configure views, tables and filters; edit and apply formatting; print and plan reports; and set, configure and apply progress lines.

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Mon., Nov. 23 and 30, (2 classes), 9 a.m. – 4 p.m.
\$199 (includes text). Facilitator: Rob Ryan.

Basic Web Design Principles **New!**

Creating your own personal or company website can be a daunting task. How do you pick your domain name? Is it .com, .ca, .net or .org? How do you choose? What is hosting and how do you register for it? How much space does an average website use? What is bandwidth? If you are thinking about starting your own website but don't know where to begin,

cont'd on next page



New! Earn a Certificate in Basic Web Design

Complete the following courses, and receive a certificate of proficiency.

- Basic Web Design Principles (see above)
- Joomla!, Level 1 (see next page)
- Joomla!, Level 2 (see next page)
- Writing for the Web (see page 31)
- Basic Digital Photography (see page 21)

Ask a customer service representative for details: 737-7979.

start with this class. It will prepare you to understand the lingo and the terminology used in starting a website and take you on to creating a final product.

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Thu., Nov. 5 (1 class), 7 – 10 p.m. \$59.
Facilitator: Ryan Hayward.

Building Successful Do-It-Yourself Websites Using Joomla!, Level 1

You don't have to be a web head to create, modify and publish good looking, functional websites. By the time you're ready to go online, you'll have learned how to install and configure the Joomla! system on a web server, download and install new site templates, create menus and content pages and add images.

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Thu., Oct. 8 and 15, (2 classes), 7 – 9:30 p.m. \$79.
Facilitator: Ryan Hayward.

Building Successful Do-it-Yourself Websites Using Joomla!, Level 2

Now that you have your website online, it's time to add some customized touches. You'll learn to make more advanced modifications to your site like changing template images and colors, and downloading and installing extensions to add functionality; e.g., image galleries and event calendars.

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Thu., Oct. 22 and 29, (2 classes), 7 – 9:30 p.m. \$79.
Facilitator: Ryan Hayward.

Adobe InDesign 1

Interested in creating eye-catching documents with a powerfully intuitive desktop publishing tool? InDesign's the program! It's great for graphic designers, creative print professionals, publishers, pre-press professionals and marketing and communications professionals (yet has a short enough learning curve to get someone with a limited production background, up-and-running).

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Fri., Oct. 23, 9 a.m. – 4 p.m. and Fri., Oct. 30,
9 a.m. – noon (1.5 classes), \$289. Facilitator:
Tammy Perry.



Great course!
I'll now be able
to make a high-
standard website
in little time.

Joomla!, Level 1; Spring 2009



Adobe InDesign 2

Use advanced InDesign techniques to enhance the look and functionality of your documents and to design and create content for large documents destined for print or to be accessed globally in XML or PDF formats.

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Tue., Nov. 24, 9 a.m. – 4 p.m. and Tue., Dec. 1, 9 a.m. – noon (1.5 classes), \$289. Facilitator: Tammy Perry.

Adobe Illustrator, Version 9.0

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. In this course, you will learn many of the basic skills that will allow you to take advantage of Illustrator's powerful tools. Topics include the Illustrator environment, working with paths, working with objects, paint attributes, layers, working with type and creating output.

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Thu., Dec. 3 (1 class), 9 a.m. – 4 p.m. \$239.
Facilitator: Tammy Perry.

Adobe Dreamweaver 8

The features and functions in Dreamweaver 8 will enable you create a web page to suit your requirements. Topics include: accessing the Internet and identifying HTML codes, creating a website, building a website, adding content to web pages, working with links, enhancing site navigation and uploading a website.

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Fri., Dec. 11 (1 class), 9 a.m. – 4 p.m. \$239.
Facilitator: Tammy Perry.

 **www.mun.ca/lifelonglearning**

A shared learning experience is the best learning experience. Invite a friend or colleague to register with you.

