

## Computer Technologies

### Computer Essential Skills

Everything you need to know about computer hardware for home or office. Topics include: navigating Windows XP using a variety of methods, customizing Windows XP 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., Jan. 25 – Feb. 22 (5 classes), 7 – 9:30 p.m.  
 \$199 (includes text). Facilitator: Ryan Hayward.

### Windows XP: The Basics

An introduction to XP that will have you feeling more “connected” to your computer. We’ll show you how to use a desktop image that’s right for you, change your window colour schemes, assign file names as a list or as icons and the size at which you want to see them; in other words, all the things that will help you feel at home with XP.

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 Wed., Jan. 27 (1 class), 7 – 9:30 p.m. \$59.  
 Facilitator: Ryan Hayward.

Very interesting subject content and professionally taught in a straightforward and eloquent way.

MS Excel, Level 1

### Time Management for Microsoft Outlook **New!**

Learn to take advantage of Outlook’s time management potential. This interactive class will explore Outlook’s special features that can help you organize, plan, communicate, manage and delegate your time more efficiently. You will learn how to personalize the look and feel of Outlook; adhere to self-imposed and external deadlines; gain control of your e-mail flow, in-box, calendars, and contact lists; store, search and reference necessary data for tasks and much more!

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 Wed., March 24 (1 class), 7 – 9:30 p.m. \$59.  
 Facilitator: Sherina Wall.

**Introduction to SPSS** (Statistical Package for the Social Sciences) Windows XP recommended. Trend analysis is one of the key strategies used by businesses today in profiling and understanding their customers. Put the power of SPSS to work for you in identifying customer trends. Topics will include working in the syntax mode, merging data files, adding cases to a current data file, doing advanced charts and importing files from other programs.

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 Wed., Feb. 10 – March 10 (5 weeks), 7 – 9:30 p.m.  
 \$199. Facilitator: Meagan MacKenzie.

### Microsoft Office Outlook 2007

Outlook is a powerful scheduling and contact management program. This course 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., Feb. 9 (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 documents. Designed for those of you who require the skills necessary to create, edit, format, and print basic Word 2007 documents.

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Wed., Feb. 3 – 17 (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Penny George.

**Microsoft Word 2007 Basics** (evening class)

This class will introduce you to the fundamentals of Microsoft Word and document processing. You will be introduced to a variety of features of the program to create professional documents. Topics include basic formatting, manipulating text, previewing and printing and doing copy-and-paste.

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Mon., Feb. 1 – March 8 (6 classes), 5:30– 7:30 p.m. \$169 (includes text). Facilitator: Sherina Wall.

**Microsoft Word 2007, Level 2**

Microsoft Word Level 2 teaches the intermediate skills that can be combined with basic skills to create more complex documents. You will look at features such as inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date and using styles and templates to produce professional-looking business documents.

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Wed., March 3 – 17 (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Penny George.

**MS Word 2007, Level 3** **New!**

Microsoft Word Level 3 provides the intermediate to advanced skills you need to create a variety of complex documents. You will look at features such as automating tasks using merge features, referencing sources used in a document, organizing information by sorting or outlining; protecting documents and collaborating on documents with others.

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Wed., March 31–April 14 (3 classes), 9 a.m.–4 p.m. \$229 (includes text). Facilitator: Penny George.

 [www.mun.ca/lifelonglearning](http://www.mun.ca/lifelonglearning)

# CISCO NETWORKING ACADEMY PROGRAM

Earn your Cisco Certified Network Associate (CCNA) designation or take the next step on your certification path with the Cisco Certified Network Professional (CCNP) 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 exam(s) leading to the nationally recognized **Cisco Certified Network Associate (CCNA)** and **Cisco Certified Network Professional (CCNP)** certifications.

**Available this Winter...**

**Cisco Level 2: Routing Protocols and Concepts**

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Wed., Jan. 20 – Feb. 24, 7 – 10 p.m., plus Sat., March 13, 9 a.m. – noon and Sat., March 20, 9 a.m. – 4 p.m. \$595. Facilitator: Rob Ryan.

**CCNP 1 - Building Scalable Cisco *New!* Internetworks** (BSCI). CCNP 1 is the first of four courses on the CCNP certification track. Topics included advanced IP addressing, routing principles, multicast routing, IPv6, manipulating routing updates, configuring basic BGP and configuring EIGRP, OSPF and IS-IS.

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Thu., Jan. 21 – March 25 (10 classes), 7 – 10 p.m. \$895 (materials included). Facilitator: Rob Ryan.

The CCNP validates knowledge and skills required to install, configure, and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. The CCNP certification, also demonstrates the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.

**Scheduled for Spring...**

**Cisco Level 4: Accessing the WAN**

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

## 4 Computer Technologies

### 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 those who desire the skills necessary to create, edit, format and print basic worksheets plus manage and audit numerical reports.

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Mon., Feb. 1 – 15 (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Penny George.

### Microsoft Excel 2007, Level 2

Apply basic skill-sets along with intermediate and 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 and shapes in a worksheet, customize formatting for specific types of data and explore various features for managing different types of lists using a table or database format.

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Mon., March 1 – 22 (3 classes/no class March 15), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Penny George.

### Microsoft Access 2007, Level 1

Create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a variety of commands, functions, and Microsoft Office Access 2007 capabilities. This course is designed for computer users who are new to database programs.

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Fri., Feb. 5 – 19 (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Rob Ryan.

### Simply Accounting 2007, Level 1

The perfect accounting software for fast-moving, small- to medium-size businesses. 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., Feb. 3 – 17 (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Rob Ryan.

### Simply Accounting 2007, Level 2

The objective is to introduce some of the more advanced functions and capabilities of Simply Accounting. You will 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., March 3 – 17, (3 classes), 9 a.m. – 4 p.m. \$229 (includes text). Facilitator: Rob Ryan.

### Microsoft Office PowerPoint 2007, Level 1

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

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Mon., March 29 and April 5 (2 classes), 9 a.m. – 4 p.m. \$199 (includes text). Facilitator: Penny George.

### Migrating to Microsoft Office 2007

This course introduces the experienced Microsoft Office user 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 new to 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., March 16 and 23 (2 classes), 9 a.m. – 4 p.m. \$199 (includes text). Facilitator: Penny George.



## Ask about our new Certificate in Basic Web Design

Call our customer service representative for details: 737.7979.

**Successful Project Management: MS Project 2007 New!**

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. You will also create, edit and configure views, tables and filters; edit and apply formatting, print and plan reports, and set, configure and apply progress lines, all in the new Project 2007 program.

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 Mon., March 1 – 8 (2 classes), 9 a.m. – 4 p.m. \$199 (includes manual). Facilitator: Rob Ryan.

**Basic Web Design Principles**

If you are thinking about starting your own website and you don't know where to begin, start with this class as it will prepare you for the lingo and terminology used in starting a website and for continuing on to the final product.

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 Thu., Feb. 4 (1 class), 7 – 10 p.m. \$69. Facilitator: Ryan Hayward.

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

Learn to create, modify and publish functional websites. By the time you are 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., Feb. 18 and 25, (2 classes), 7 – 9:30 p.m. \$89. 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 including changing template images and colours, and downloading and installing extensions to add functionality; e.g., image galleries and event calendars.

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 Thu., March 11 and 18, (2 classes), 7 – 9:30 p.m. \$89. Facilitator: Ryan Hayward.

**Adobe InDesign CS3, Level 1**

InDesign is a powerful and intuitive desktop publishing tool. With it you can create documents of many types, from single-page advertisements and

flyers, to complex multi-page colour publications. In this course, you will familiarize yourself with print layout and design, you will learn about the tools and features available and you'll work with some of the tools and features to create eye-catching printed documents.

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 Fri., Feb. 19, 9 a.m. – 4 p.m. and Fri., Feb. 26, 9 a.m. – noon (1.5 classes), \$299. Facilitator: Tammy Perry.

**Adobe InDesign CS3, Level 2**

You will deploy the advanced InDesign techniques to enhance the look and functionality of your documents. Topics include: managing styles, developing complex paths, handling page elements, importing and exporting data to external files, working with XML, managing long documents and adjusting print settings.

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 Tue., March 30, 9 a.m. – 4 p.m. and Tue., April 6, 9 a.m. – noon (1.5 classes), \$299. Facilitator: Tammy Perry.

**Adobe Illustrator, Version 9.0**

Illustrator 9.0 is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. You will learn 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., March 11 (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 professional web page. Topics include accessing the Internet and identifying HTML codes, creating a website, building a website, adding content to your web pages, working with links, enhancing the navigation of a site and uploading a website.

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 Wed., April 14 (1 class), 9 a.m. – 4 p.m. \$239. Facilitator: Tammy Perry.

Your registration connection **737.7979**

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

