

## **AutoCAD 2008: COMPUTER AIDED DRAFTING & DESIGN**

### **The Essential Skills Series**

Do you need to learn AutoCAD for your profession? Despite its popularity as a technical drafting and design tool AutoCAD is one of the most sophisticated computer applications that users are likely to encounter. Regardless of what version you will be using, learning the Essential Skills for handling AutoCAD remains timeless. Despite ever increasing new features, having a solid fundamental base of Essential AutoCAD skills allows the user to learn new improvements much quicker and efficiently. The Essential Skills series of courses starts with the absolute Basics of “handling” AutoCAD. The Intermediate courses adds productively and efficiency tools. The Advance course cumulates in Customization and “CADD Management” concepts. All lessons are “hands-on” and “real world”, reinforced with labs for each topic. Ask about our special discount for signing up for all four courses for \$1,120.

#### **AutoCAD 2008: Essential Skills I**

Despite AutoCAD 2008’s improvements, basic Essential Skills needed to operate AutoCAD remain timeless. With this in mind, this course cover indispensable core topics require to work effectively in AutoCAD, they include; Understanding the AutoCAD user interface, Basic Drawing, Editing, Viewing and Inquiry commands, Organizing drawings onto Layers, Inserting re-useable objects (Blocks) and Dimensioning. *Prerequisite: Must be comfortable with Windows and have some basic understanding of Drafting and Blueprints.*

<b>Course No. 091CPCS700</b>	<b>Course Fee: \$375</b>				
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Jan 26 – Feb 4	6:00-9:00 pm	Mamane 102	Nathan Plain

#### **AutoCAD 2008: Essential Skills IA**

Essential Skills IA builds on the previous course and introduces the user to productivity features of AutoCAD 2008. Topics include: Advanced Viewing, Drawing construction and Editing techniques, Creation of re-useable symbols (Blocks), Using Blocks from the Tool Palette. Creating re-usable Template files, Using the Design Center utility, Introduction to Drawing Layouts & Plotting, with expanded Lab exercises to gain a solid working “feel” for AutoCAD 2008. *Prerequisite: AutoCAD 2008: Essential Skills I or equivalent experience.*

<b>Course No. 091CPCS701</b>	<b>Course Fee: \$375</b>				
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Feb 9, 11, 17, & 18	6:00-9:00 pm	Mamane 102	Nathan Plain

#### **AutoCAD 2008: Essential Skills II**

This follow-up to the Essential Skills I & IA courses presents the AutoCAD user with further techniques that will extend the user’s mastery of the AutoCAD 2008 program. Topics include: Advance Object Types (Regions & Multi-lines), Block Attributes, External Referencing (XREF), Raster Image attachments and other network Collaboration Tools. *Prerequisite: AutoCAD 2008: Essential Skills IA or equivalent experience.*

<b>Course No. 091CPCS710</b>	<b>Course Fee: \$375</b>				
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Mar 2 - 11	6:00-9:00 pm	Mamane 102	Nathan Plain

### **AutoCAD 2008: Essential Skills IIA**

Continuing to introduce more advance AutoCAD 2008 features, this IIA course covers: Advance Layouts and Plotting, Dynamic Blocks, Sheet Sets, Drawing Standards, System Setup and an Introduction to basic Customizations of AutoCAD. *Prerequisite: AutoCAD 2008: Essential Skills II or equivalent experience.*

<b>Course No. 091CPCS711</b>	<b>Course Fee: \$375</b>				
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	Mar 16 - 25	6:00-9:00 pm	Mamane 102	Nathan Plain

### **Microsoft Office 2007 Courses**

#### **Introduction to Microsoft Word 2007**

Word 2007 excels in its ability to change or edit a document. Editing involves correcting spelling, grammar, and sentence-structure errors. In addition, you can easily revise or update existing text by inserting or deleting text. These easy to learn skills are especially helpful when creating a simple letter, multi-page documents, or even flyers. This introductory course will cover creating and editing a document as well as revising and refining documents using Microsoft Word 2007. *Prerequisite: Must be comfortable using Microsoft Windows.*

<b>Course No. 091CPWP971</b>	<b>Course Fee: \$145 (Textbook included)</b>			
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	Jan 26 & 28	8:30 am – 12:30 pm	Mamane 102

#### **Intermediate Microsoft Word 2007**

Word 2007 has many advanced features which are especially useful when working with long documents such as outlines, reports, or promotional brochures. Creating cover pages, watermarks, table of contents, headers and footers, or cross-references are easily done using Word 2007. In addition to learning about working with multi-page reports and brochures, this course will cover such useful functions as footnotes and endnotes, sections breaks, and working with styles and themes. *Prerequisite: Introduction to Microsoft Word 2007.*

<b>Course No. 091CPWP972</b>	<b>Course Fee: \$145 (Textbook included)</b>			
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	Feb 2 & 4	8:30 am – 12:30 pm	Mamane 102

#### **Introduction to Microsoft Excel 2007**

Excel 2007 includes many features that can help you to create a well-designed worksheet with accurate results. This new edition of Microsoft's popular spreadsheet program provides many new visual enhancement capabilities such as varied text styles, colors, and graphics as well as exciting new themes and charts. Course participants will learn to create and edit a worksheet, chart worksheet data, and manage and analyze a workbook. *Prerequisite: Must be comfortable using Microsoft Windows.*

<b>Course No. 091CPSS971</b>	<b>Course Fee: \$145 (Textbook included)</b>			
<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	Feb 9 & 11	8:30 am – 12:30 pm	Mamane 102

#### **Introduction to Microsoft Access 2007**

Access 2007 is a relational database management application that is used to create and analyze a database. Access provides the tools to create and customize tables of information; enter, edit, and retrieve data; as well as create useful reports and user friendly forms. In addition, Access has the ability to quickly add, delete, and locate specific records of information. Course topics will include Creating a Database,

Modifying and Filtering a Table, and Creating forms and reports. *Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPDB971                      Course Fee: \$195 (Textbook included)**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	Feb 23 & 25	8:30 am – 12:30 pm	Mamane 102

### **Introduction to Microsoft PowerPoint 2007**

Creating an effective presentation can be a complicated process. However, knowing and being comfortable with a graphics presentation program like Microsoft PowerPoint 2007 can help simplify this task. PowerPoint can provide assistance in the layout and design, the addition of supporting graphics, and in the use of professionally designed themes for your next sales presentation, wedding slide show, or baby luau. This introductory course will cover creating, modifying and refining a presentation, as well as using advanced presentation features such as charts, numbered list, and timings. *Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPPP971                      Course Fee: \$145 (Textbook included)**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	Mar 2 & 4	8:30 am – 12:30 pm	Mamane 102

### **Microsoft Office 2007 Online Courses**

Held entirely online, each online course has an assigned instructor, structured lessons and assignments, a textbook, and a skills assessment test. After registering for one of the online courses, the student will be contacted via email with instructions on how to use KCC's online learning environment as well as how to register for online learning content. Your instructor will monitor your learning progress as well as answer any questions you may have about the lessons or assignments. After completing all of the assignments (about 6 per course), you will be able to complete a personal project where you can determine what you want to do and have the instructor provide you feedback once the project is complete.

#### **Microsoft Word 2007 - Online**

Word 2007 is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with the easy-to-use Microsoft Office Fluent user interface. Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles.

A comprehensive beginner to intermediate level course, this online course will cover such topics as: creating and editing text, checking for spelling and grammatical errors, text and page formatting, working with graphics and tables, working with long documents such as reports, outlines, and brochures, and creating references and table of contents. *Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPWW210A      Course Fee: \$150 + \$45 Online Course Registration Fee**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>
A	M-F	Jan 15 – Feb 15
B	M-F	Mar 1 – Mar 30

#### **Microsoft Excel 2007 - Online**

Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Excel 2007 provides many new visual enhancement capabilities such as varied text styles, colors, and graphics as well as exciting new themes and charts.

A comprehensive beginner to intermediate level course, this online course will cover such topics as: working with cell and worksheets, entering formulas and functions, creating and formatting charts, adding headers and footers as well as page numbers, and using such useful functions as goal seek and what if analysis. *Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPWW310      Course Fee: \$150 + \$45 Online Course Registration Fee**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>
A	M-F	Jan 15 – Feb 15
B	M-F	Mar 1 – Mar 30

### **Microsoft Access 2007 - Online**

With its Microsoft Office Fluent user interface and interactive design capabilities that do not require deep database knowledge, Access 2007 helps you track and report information with ease. Create from scratch or get started quickly with prebuilt applications that you can modify or adapt to changing business needs. Create and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making.

An advanced beginner's course, this online course will cover such topics as: creating a database, modifying and filtering tables, creating forms and reports, designing queries, and discussion of table relationships.

*Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPWW410      Course Fee: \$150 + \$45 Online Course Registration Fee**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>
A	M-F	Jan 15 – Feb 15
B	M-F	Mar 1 – Mar 30

### **Microsoft PowerPoint 2007 - Online**

The Office Fluent user interface in Office PowerPoint 2007 makes creating, presenting, and sharing presentations an easier and more intuitive experience. You now have all of the rich features and capabilities of PowerPoint in a streamlined, uncluttered workspace that minimizes distraction and helps you achieve the results you want more quickly and easily.

A comprehensive beginner to intermediate level course, you will learn to create powerful, dynamic presentations using themes and templates, add excitement with custom animations and transitions, and how to re-cycle past slide shows. In addition, this online course will cover modifying and updating diagrams, charts, and SmartArt as well as learning how to take advantage of rich formatting options in the Office Fluent user interface. *Prerequisite: Must be comfortable using Microsoft Windows.*

**Course No. 091CPWW510      Course Fee: \$150 + \$45 Online Course Registration Fee**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>
A	M-F	Jan 15 – Feb 15
B	M-F	Mar 1 – Mar 30