

## Senior Computer Program – Spring 2009 Schedule

### Introduction to Personal Computers for Seniors (PC Compatible / Windows)

Designed for seniors with little or no personal computer experience, this course covers software, hardware, keyboards, monitors, printers, and a brief introduction to word processing, spreadsheets, e-mail, the Internet, and a host of other topics. *Prerequisite: None*

**Course No. 092CSGN101**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	May 26 – June 4	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Aug 11 - 20	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Windows for Seniors

Learn to use this popular operating system and make your personal computing more productive, exciting, and fun. This course includes a complete menu of topics from using the Windows desktop, to mouse operations, drawing images, and exploring the Windows Help feature. It is for students new to Microsoft Windows. *Prerequisite: Intro to Personal Computers or equivalent experience.*

**Course No. 092CSGN295**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	June 16 - 25	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Aug 25 – Sept 3	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Microsoft Word for Seniors

Microsoft Word is one of the most popular Windows word processing software packages because of its power and ease of use. This course uses a step-by-step approach to create and edit documents using the various features available in MS Word. *Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 092CSWP971**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	June 30 – July 9	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Sept 8 - 17	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to the Internet & Email for Seniors

Nearly everyone we know has access to the internet and an email address. Just a few years ago this was not true. Because email is so new, we often forget that it is just another way of communicating, person-to-person. This course is a hands-on, practical approach to properly communicating via electronic mail (Email) as well as the skills needed to browse the web. Students will practice sending properly formatted email as well as include and open attachments. Visit popular web sites, learn about bookmarks or favorites, and search engines. Students will laugh as well as cringe. *Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 092CSDC971**

**Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
A	TTh	July 14 - 23	8:00-10:00 am	Mamane 102	Debbie Harada
B	TTh	Sept 22 – Oct 1	8:00-10:00 am	Mamane 102	Debbie Harada

### Introduction to Microsoft Excel for Seniors

Interested in developing a budget? Do it with a spreadsheet using Microsoft Excel, the most popular spreadsheet software for Windows. This introductory course covers AutoCalculate, modifying rows and columns, and much more. *Prerequisite: Introduction to Windows or equivalent experience.*

**Course No. 092CSSS971 Course Fee: \$95**

Sec	Days	Dates	Time	Room	Instructor
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A TTh July 28 – Aug 6 8:00-10:00 am Mamane 102 Debbie Harada

### **Introduction to Microsoft PowerPoint for Seniors**

Have an upcoming family event such as a wedding, 50<sup>th</sup> Anniversary or class reunion? Volunteer to create a slide presentation using Microsoft PowerPoint. Learn to edit, format, proof, and print presentations. Make your presentations more graphically interesting by learning to work with drawing objects, ClipArt, and WordArt.

*Prerequisite: Intro to Windows or equivalent experience.*

**Course No. 092CSPG971**

**Course Fee: \$95**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	July 13 - 22	8:00-10:00 am	Mamane 102	Debbie Harada

## **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.*

**Course No. 092CPCS700**

**Course Fee: \$375**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	June 1 – 10	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.*

**Course No. 092CPCS701**

**Course Fee: \$375**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>	<b>Instructor</b>
A	MW	June 15 - 24	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. 092CPCS710</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	July 6 - 15	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. 092CPCS711</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	July 20 -29	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. 092CPWP971</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	June 8 & 10	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. 092CPWP972</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	June 15 & 17	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.*

**Course No. 092CPSS971      Course Fee: \$145 (Textbook included)**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	June 29 & July 1	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. 092CPDB971      Course Fee: \$195 (Textbook included)**

<b>Sec</b>	<b>Days</b>	<b>Dates</b>	<b>Time</b>	<b>Room</b>
A	MW	July 6 & 8	8:30 am – 12:30 pm	Mamane 102