

# Computer Technology

You should have a good understanding of Computer Basics, Keyboarding, and Windows PRIOR to taking any of the other computer software courses beyond Windows XP.

## Introduction to Computers

**6 hrs** .....\$40

This course is designed for students with little or no computer experience. You will be introduced to Windows compatible personal computers. Topics include: terminology, parts of the computer, keyboard usage, mouse techniques, care/handling/formatting diskettes, drives-floppy and hard, and the desktop. **Supplies:** One CD or Flash Drive.

•3603-CENC-CSC4008-001

T/Th Sept. 15 & 17 1:00 - 4:00 p.m.  
Location: ATC, 221 Instructor: Ila Jean Hudson

•3604-CENC-CSC4008-002

T/Th Oct. 27 & 29 5:30 - 8:30 p.m.  
Location: ATC, 221 Instructor: Kimberlee Whittington

## Keyboarding - ONLINE

**24 hrs** .....\$99

Using the computer software program FasType for Windows, you will learn the basic skills of touch-typing. If you already know how to type, this course will help you improve your typing speed and accuracy. When you are finished with the course, continue to use FasType for Windows to improve your keyboarding skills with its intermediate and advanced lessons.

### Requirements:

Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser, and a Microsoft Windows-based PC (except for Windows Vista) with a working copy of **FasType for Windows**. Download and installation instructions are provided in the first lesson.

### Choose a Start Date:

Aug. 19, Sept. 16, Oct. 21, Nov. 11, Dec. 9

For complete ONLINE description,  
please visit [www.ed2go.com/leecollege](http://www.ed2go.com/leecollege)  
To Register Call 281-425-6311.

## Introduction to Windows Vista-ONLINE

**24 hrs** .....\$99

Windows Vista is a radical departure from the Windows of yesterday. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. **Requirements:** Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise edition. Software must be installed and fully operational before the course begins. Internet access; e-mail; and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Experience with other versions of Windows is not required.

### Choose a Start Date:

Aug. 19, Sept. 16, Oct. 21, Nov. 11, Dec. 9

For complete ONLINE description,  
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To Register Call 281-425-6311.

## Windows XP

**8 hrs** .....\$110

(*Introduction to Computer Operating Systems*) Master the skills needed to get you moving ahead. Learn the practical techniques and skills that will help you accomplish more in less time and get impressive results in one day. This workshop will teach students the benefits of working with personal computers and of using Windows XP to manage information, to run programs, and to access the Web.

**Textbook:** Essentials MS Windows XP Brief (included in fee).  
**Supplies:** One CD or Flash Drive.

•3605-ITSC1006-001

T/Th Sept. 29 & Oct. 1 1:00 - 5:00 p.m.  
Location: ATC, 221 Instructor: Ila Jean Hudson

•3606-ITSC1006-002

Sat. Oct. 31 8:00 a.m. - 5:00 p.m.  
Location: ATC, 221 Instructor: Ila Jean Hudson

## Computer Skills for the Workplace - ONLINE

**24 hrs** .....\$99

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

### Requirements:

Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer. Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

### Choose a Start Date:

Aug. 19, Sept. 16, Oct. 21, Nov. 11, Dec. 9

For complete ONLINE description,  
please visit [www.ed2go.com/leecollege](http://www.ed2go.com/leecollege)  
To Register Call 281-425-6311.

## Microsoft Project 2007

**16 hrs** .....\$225

(*Specialized Computer Application*) Whether you manage projects independently or need a solution to align people and the objective of your organization, the Microsoft Office Project 2007 product offerings have the right solution to meet your project management needs. Learn how to plan a project using this powerful software tool. Develop the necessary skills to set goals, scopes, phases, and tasks. Students will learn how to manage a project using MS Project as a tracking tool and reporting method. MS Project 2007: MS Project is a powerful software tool that is used to manage projects from inception through completion. Companies today use MS Projects to track progress on anything from construction to virtual projects. In addition to the software this course will teach key terms associated with project management tracking, such as Gantt Chart, task, Critical path and resource. (Computer applications and knowledge necessary to perform specific operations in a particular occupational setting.) **Prerequisite:** Knowledge of Windows Application. **Textbook:** Microsoft Project 2007: Level 1 & 2 (included in fee). **Supplies:** One CD or Flash Drive.

•3608-ITSW1058-001  
T/Th Oct. 6 - 15  
Location: ATC, 221

8:00 a.m. - 12:00 p.m.  
Instructor: Rick Vaughan

**Introduction to Photoshop CS4**

**8 hrs. . . . . \$130**

If you want to work with graphics, Photoshop is the program you will most need to learn. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements. You'll even learn how much fun it can be to paint again without the mess to clean up. And, best of all, no prior artistic ability is required to take this course. **Supplies:** One CD or Flash Drive. Students can also bring digital pictures to practice (optional). (Introduction to graphics software for image enhancement, photo retouching, and image composition). **Textbook:** (included in fee).

•3620-ITSW1003-001  
Sat. Oct. 3  
Location: ATC, 237

8:00 a.m. - 5:00 p.m.  
Instructor: Angelique Pool

**Introduction to Dreamweaver CS4**

**8 hrs . . . . . \$110**

Dreamweaver is a professional visual editor for creating and managing Web sites and pages. With Dreamweaver, it's easy to create and edit cross-platform, cross-browser pages. Dreamweaver provides advanced design and layout tools, as well as making it easy to use Dynamic HTML features such as animated layers and behaviors without writing a line of code. Browser-targeting checks your work for potential problems on all popular platforms and browsers. Dreamweaver is fully customizable. You can create your own objects and commands, modify menus, and keyboards shortcuts, and even write JavaScript code to extend Dreamweaver with new behaviors and property inspectors. **Supplies:** One CD or Flash Drive. **Textbook:** Included in fee.

•3621-IMED1002-001  
Sat. Nov. 7  
Location: ATC, 237

8:00 a.m.- 5:00 p.m.  
Instructor: Angelique Pool

**Business Applications  
One Day Workshops**

**Windows XP**

•3606-ITSC1006-002  
Saturday Oct. 31

**Microsoft Excel**

•3617-ITSC1022-001  
Saturday Oct. 17

**Advanced Microsoft Excel**

•3618-ITSW1046-001  
Tuesday Nov. 10

•3619-ITSW1046-002

Saturday Nov. 21

**Microsoft Word**

•3609-POFI1024-001  
Wednesday Oct. 21

**Advanced Microsoft Word**

•3610-POFI2037-001  
Wednesday Nov. 18

**Price: \$110 (textbook included)**

**Time: 8:00 a.m. - 5:00 p.m.**

**Location: Advanced Technology Center,  
Room 221**

**For more information visit**

**www.lee.edu/ce**

**To Register: 281-425-6311**

**Register Today!**

