

# Computer Technology

## Computer and Internet Fundamentals The Computer Trainers

This course is for the true novice who wants to be introduced to computers, the internet and email. In this class you will learn the different parts and functions of the computer; how to maneuver around the screen using a keyboard and mouse; how to access and search the internet; and how to send emails. The course will give you an excellent foundation for proceeding to our other basic Microsoft applications courses. *No discounts or coupons apply to this value priced course.*

08FCW105AG, 10/8/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$129

08FCW105BG, 11/20/2008  
1 Sessions, Th 8:30 AM to 5:00 PM  
.75 CEU, \$129



The Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline at **460-6999** or online at [www.southalabama.edu](http://www.southalabama.edu)



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## Word 2003 - Basic The Computer Trainers

Word 2003, the latest version of the best-selling word processor, allows users to create impressive-looking documents and work better with others. Communicate quickly and effectively with others—internally and across organizations. Topics include: creating, editing and saving, previewing and printing documents; editing, copying, cutting and pasting text; character, paragraph, and document formatting; creating, modifying and working with tables; proofing; saving documents as web pages. This class is the first of an optional three-class set. *No discounts or coupons apply to this value priced course.*

08FCW413AG, 10/6/2008  
1 Sessions M 8:30 AM to 5:00 PM  
.75 CEU, \$129

08FCW413BG, 11/17/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

## Outlook 2003 - Basic The Computer Trainers

Outlook 2003 provides an integrated solution for managing and organizing e-mail messages, schedules, tasks, notes, contacts, and other information. Basic course topics include: handling and printing e-mail messages; managing email accounts; managing address books and contacts; working with and managing tasks; creating, sending, categorizing and modifying appointments; working with events and meeting requests; using NetMeeting; creating, organizing and using folders; sending and receiving instant messages. This class is the first of an optional two-class set. *No discounts or coupons apply to this value priced course.*

08FCW412AG, 11/5/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$129

## Word 2003 - Intermediate The Computer Trainers

This Intermediate course is designed for any student with previous experience in Word or recently completed the Basic course and an interested in learning more about Microsoft Word. Intermediate course topics include: creating, formatting and working with sections and columns; drawing, formatting and working with tables; importing, linking and embedding data; creating headers and footers; printing labels and envelopes; working with graphics, objects and clip art; creating and working with templates; comparing document versions. Students must be comfortable with topics covered in Basic course before taking this course. *No discounts or coupons apply to this value priced course.*

08FCW414AG, 11/24/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

**These value priced courses include textbooks and are NOT subject to any discounts or coupons.**

## Word 2003 - Advanced The Computer Trainers

Continue discovering the powerful tools available in Word to help you and your organization work together better, control distribution of sensitive documents, collaborate with confidence, see comments and revisions more easily and communicate instantly with others. Topics include: using mail merge; creating form letters and working with data sources; creating modifying, protecting and printing forms; using digital signatures; working with large documents and master documents; creating, recording, running, modifying, using and deleting macros; working with XML features in Word. *No discounts or coupons apply to this value priced course.*

08FCW415AG, 12/3/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$129

# Computer Technology

## Excel 2003 - Basic

The Computer Trainers

Excel 2003 enables you to turn data into information with powerful tools to analyze, communicate, and share results. Excel Basic course topics include: a primer in spreadsheet terminology, entering and editing data to create workbooks, labels and values, creating and editing formulas, moving and copying data and formulas, using absolute references and ranges, using various mathematical functions, Formatting worksheets and data, creating and modifying charts to display data relationships. This is the first of three optional courses in Excel. *No discounts or coupons apply to this value priced course.*

08FCW407AG, 10/10/2008  
1 Sessions, F 8:30 AM to 3:30 PM  
0.60 CEU, \$129

08FCW407BG, 11/10/2008  
1 Sessions, M 8:30 AM to 3:30 PM  
0.60 CEU, \$129

08FCW407CG, 12/8/2008  
1 Sessions, M 8:30 AM to 3:30 PM  
0.60 CEU, \$129

## Excel 2003 - Advanced

The Computer Trainers

This Advanced course is designed for any student who has completed the Basic and Intermediate courses or with prior experience in Excel and seeking advanced knowledge. Topics include: working with advanced formulas; using decision-making and financial functions; working with data forms, PivotTables, and PivotCharts; exporting and importing text files and XML data; working with scenarios, views and macros; and creating and using interactive Web spreadsheets. *No discounts or coupons apply to this value priced course.*

08FCW416AG, 10/31/2008  
1 Sessions, F 8:30 AM to 5:00 PM  
.75 CEU, \$129

## Excel 2003 - Intermediate

The Computer Trainers

The Excel Intermediate course is designed for any student who has completed the Basic course or already familiar with Excel and is interested in learning more advanced skills. Topics include: working with and printing large worksheets; using and linking multiple worksheets and workbooks; advanced formatting, filtering and charting; creating, using and managing templates; and documenting and auditing. Students registering for this class should already be comfortable with topics covered in the Basic course. This class is the second of an optional three class set. *No discounts or coupons apply to this value priced course.*

08FCW408AG, 10/20/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

08FCW408BG, 11/19/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
0.75 CEU, \$129

08FCW408CG, 12/17/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$129

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**REGISTRATIONS FOR COMPUTER CLASSES MUST BE CANCELLED THREE BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING TO RECEIVE A FULL REFUND. FAILURE TO ATTEND A CLASS DOES NOT CONSTITUTE WITHDRAWAL.**

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Get your fingers moving faster on the keyboard with our new online "Typing Pal" course, pg. 49.

## PowerPoint 2003 - Basic

The Computer Trainers

PowerPoint 2003 includes new tools to help you create, present, and collaborate on presentations that have more impact. Basic course topics include: exploring the PowerPoint environment; creating, building, modifying and saving new presentations; formatting, rearranging and deleting slides; formatting and working with text and text objects; working with graphics, WordArt, clip art, images tables and charts; setting-up slide shows; adding transitions, timings, speaker notes and footers; proofing, running, printing and delivering presentations. *No discounts or coupons apply to this value priced course.*

08FCW418AG, 12/1/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

## PowerPoint 2003 - Advanced

The Computer Trainers

This course is designed for any student wishing to unlock the powerful tools of PowerPoint to work together and share presentations with confidence, impress your audience and access information at your fingertips. Advanced course topics include: building custom templates, slide masters and presentations; using multimedia, animations, scanned images, organization charts and tables; adding and working with special effects; integrating with other Microsoft Office software. Students must be comfortable with topics covered in Basic course before registering for this course.

08FCW419AG, 11/7/2008  
1 Sessions, F 8:30 AM to 5:00 PM  
.75 CEU, \$129

# Computer Technology

## Access 2003 - Basic

The Computer Trainers

Access 2003 provides a powerful set of tools that are sophisticated enough for professional developers, yet easy to learn for new users. Create or use powerful database solutions that make organizing, accessing, and sharing information easier than ever. Access Basic topics include: database concepts; planning, designing and creating a database; setting up and working with fields and records; and creating and using queries, forms and reports. This is the first of an optional three-class set. *No discounts or coupons apply to this value priced course.*

08FCW409AG, 11/3/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

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## Access 2003 - Intermediate

The Computer Trainers

This Intermediate course is designed for any student seeking a greater knowledge of how to use Microsoft Access. Topics include: relational databases; database normalization; creating and modifying Lookup fields complex queries; advanced reporting; creating and modifying PivotTables and PivotCharts; internet integration and hyper-link fields. This is the second of an optional three-class set. Because of the unique design of the curriculum in Access 2003, students must have taken the Basic course in this series before registering for this Intermediate course. *No discounts or coupons apply to this value priced course.*

08FCW410AG, 10/15/2008  
1 Session, Wed, 8:30 AM to 5:00 PM  
.75 CEU, \$129

## Acrobat 8.0 Professional - Basic

The Computer Trainers

This course covers the core features and functions of Acrobat 8.0 Professional. Students will learn how to navigate the Acrobat environment, convert documents to PDF, modify PDF documents, work with bookmarks and links, configure accessibility options, manage document security, and conduct document reviews. *No discounts or coupons apply to this value priced course.*

08FCW706AG, 10/29/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$229

## Publisher 2003 - Basic

The Computer Trainers

Learn the basic functions and features of Publisher and create your own newsletters or modify existing publication documents. Topics covered include adjusting page features, entering and editing text, objects, graphics and tables. You'll also learn to integrate work from Publisher in with other Microsoft Office applications as well as converting to HTML and web pages. *No discounts or coupons apply to this value priced course.*

08FCW425AG, 10/3/2008  
1 Sessions, F 8:30 AM to 5:00 PM  
.75 CEU, \$129

## HTML/XHTML - Basic

The Computer Trainers

The World Wide Web has revolutionized the way businesses and individuals gather and distribute information. Whether you are developing information for business or purely for personal pursuits, the ability to write in HTML code ensures that you can reach millions of other people via the Internet. This course teaches the basics of creating and modifying web pages using HTML including text and graphics, structure, links, images, style sheets and more. This course requires students have basic knowledge and experience in personal computing and the World Wide Web and is a pre-requisite for both Dreamweaver and SharePoint Designer courses.

*No discounts or coupons apply to this value priced course.*

08FCW420BG, 10/13/2008  
1 Sessions, M 8:30 AM to 5:00 PM  
.75 CEU, \$129

## Dreamweaver CS3

The Computer Trainers

Quickly and easily design, develop, and maintain websites and web applications from start to finish with Adobe® Dreamweaver® CS3 software. Built for both designers and developers, Dreamweaver CS3 offers the choice of working in an intuitive visual layout interface or a streamlined coding environment. Dreamweaver CS3 now includes CSS tools, Ajax components for building dynamic user interfaces, and intelligent integration with other Adobe software.

*No discounts or coupons apply to this value priced course.*

08FCW703AG, 10/22/2008  
1 Sessions, W 8:30 AM to 5:00 PM  
.75 CEU, \$229

**Adobe Photoshop/  
Adobe Photoshop Elements**  
Michael J Behr

Explore your creative options and produce quality images using Adobe Photoshop and Adobe Photoshop Elements. This course will highlight the major differences between the two graphics programs so you can decide which software package is best suited to your needs. These powerful software packages offer fast, professional-quality photo enhancement and photo retouching tools. You will learn to adjust color and density of pictures taken with a conventional film camera, a digital camera, or a scanned image. In addition, the course teaches you how to turn color images into black and white pictures and colorize black and white pictures. The instructor will cover the basic and most-needed controls and tools these programs offer, and then he will begin using more advanced tools such as "Adjustment Layers", "Masks", and Blending Modes." Layers, selections, filters, and channels will be demystified. All handouts included in course fee. To succeed in this class you should be fairly proficient with keyboarding skills and knowledge of using a PC.

NOTE: Required course in Photography Certificate program. *This course qualifies for discounts, coupons and value pricing.*

08FCP732AG, 9/15/2008 - 11/10/2008  
9 Sessions, M from 7:00 PM to 9:00 PM  
1.8 CEU, \$199

**QuickBooks Pro: Part I**

Donna Bain Smith, C.P.A.,  
Bain Enterprises, Inc.

Learn the number one small business accounting software through hands-on training and take your new skills back to your home or office through this two-part course taught by a seasoned pro! You can integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. The instructor will cover topics such as setting up a new company and modifying QuickBooks preferences to meet your needs. In addition, you will learn to manage the revenues and expenses in your business, to reconcile bank statements, and to work with reports and graphs. This most recent revision of QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: Working knowledge of Windows required.

NOTE: Course fee includes textbook. Refund period only valid up to three business days prior to course start date. Approved by the State Board of Public Accountancy for 16 hours CPE credit.

08FCP604AG, 9/25/2008 - 9/26/2008  
2 Sessions, Th & F from 8:30 AM - 5:00 PM

08FCP604BG, 12/4/2008 - 12/5/2008  
2 Sessions, Th & F from 8:30 AM - 5:00 PM

1.6 CEU, \$219

**Save...  
Take both Parts I & II  
for \$400.**

*"Although I've used QuickBooks for 13 years, I learned a lot and I'm looking forward to Part II."*

- Linda Henry

**Learn to tame your  
Vista operating system  
with this one-day  
course!**

**Windows Vista**

The Computer Trainers

This course teaches the core features and functions of Windows Vista. Students will learn how to use the Start menu, move and resize windows, manage files and folders, and perform content searches. They will also create shortcuts, change system settings, and browse the Web with Internet Explorer 7. *No discounts or coupons apply to this value priced course.*

08FCW516AG, 10/17/2008  
1 Sessions, F 8:30 AM to 5:00 PM  
.75 CEU, \$129

08FCW516BG, 12/12/2008  
1 Sessions, F 8:30 AM to 5:00 PM  
.75 CEU, \$129



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# Computer Technology

*Want to get up to speed with Microsoft Office 2007?*

*These application courses are specifically designed for Office 2007 users.*

## **Word 2007 - Basic**

The Computer Trainers

This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. Designated as Approved Courseware for the Microsoft Certified Application Specialist program

08FCW504AG, 10/27/2008

1 Sessions, M 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Outlook 2007 - Basic**

The Computer Trainers

This course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency. Designated as Approved Courseware for the Microsoft Certified Application Specialist program.

08FCW565AG, 12/15/2008

1 Sessions, M 8:30 AM to 5:00 PM

.75 CEU, \$129

*No discounts or coupons  
apply to these value priced  
courses.*



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## **Word 2007 - Intermediate**

The Computer Trainers

This course builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

08FCW505AG, 11/14/2008

1 Sessions, F 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Excel 2007 - Basic**

The Computer Trainers

This course teaches the basic functions and features of Excel 2007. Students will learn how to enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. Designated as Approved Courseware for the Microsoft Certified Application Specialist program.

08FCW501AG, 11/12/2008

1 Sessions, W 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Microsoft SharePoint Designer 2007**

The Computer Trainers

This 8-hour course teaches the core features and functions of SharePoint Designer 2007. Students will learn how to create and apply templates, control layout and spacing, create and apply style sheets, and apply IDs and classes. They will also insert, modify, and arrange images, create links and navigation bars, and insert and format tables. Finally, they will learn how to prepare a Web site for publishing.

08FCW525AG, 10/24/2008

1 Sessions, F 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Excel 2007 - Intermediate**

The Computer Trainers

This course builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. Designated as Approved Courseware for the Microsoft Certified Application Specialist program.

08FCW502AG, 11/21/2008

1 Sessions, F 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Access 2007 - Basic**

The Computer Trainers

This instructor-led course covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

08FCW560AG, 12/10/2008

1 Sessions, W 8:30 AM to 5:00 PM

.75 CEU, \$129

## **Access 2007 - Intermediate**

The Computer Trainers

This instructor-led course builds on the skills and concepts taught in Access 2007: Basic. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

08FCW561AG, 12/19/2008

1 Sessions, F 8:30 AM to 5:00 PM

.75 CEU, \$129

# Computer Technology

## CompTIA A+ Hardware Technician Course

Chris Dow, The Computer Trainers

CompTIA's A+ Certification is the entry level certification in the Information Technology industry. This course is designed to prepare students to sit for the certification exams and to give practical job skills into the field. The course provides in-depth knowledge of computer maintenance and repair including how to maintain, troubleshoot and support system devices such as power supplies, motherboard, memory, hard drives. It also covers software issues such as comparison of various operating systems and how they work with hardware and software. The course may be taken as a single course or as a component of either the Computer & Network Administration or Engineer Training Programs. (Students apply for admission and pass an assessment interview as part of the registration process.)

**Call 431-6536 for class dates beginning in 2009.**

## MCSA Certification Training

Chris Dow, The Computer Trainers

Released in late 2002, the MCSA certification is one of the most popular certifications for technical professionals in the IT industry today. This course prepares students to take the core and elective certification exams which validate their skills and expertise to successfully manage and maintain networking systems and develop the competencies to move up the ladder in the industry. The program now includes training on the latest Microsoft client operating system: Vista. (This course leads to an additional MCTS certification)

Included in the course are the following Microsoft training modules: Installing, Configuring, and Administering Microsoft Windows XP Professional; Managing and Maintaining a Windows 2003 Server Environment; Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure; Configuring Microsoft Windows Vista Client

**PREREQUISITES:** A+ and N+ (Students apply for admission and pass an assessment as part of the registration process.)

09IIT224AG, 11/03/2008-02/12/2009  
38 Sessions, M, Tu, Th 6:00pm to 10:00pm  
15 CEUs, \$5200

No classes Nov 27th, Dec 22nd -Jan. 1st.

**\*\* Bundle-pricing available when registering for multiple courses on this page, call 431-6536 for details.**

## CompTIA Network+ Technician Course

Chris Dow, The Computer Trainers

This course prepares students to take CompTIA's Network+ certification exam, the most popular vendor-neutral certification in the field of computer and systems networking. Topics included in this course are channel access methods, introduction to bridges and routers, WAN connectivity, configuration and troubleshooting of network adapters and TCP/IP, cable and connector topologies, remote connectivity, firewalls, proxy servers, networking operating systems and client review, domain management, to name a few. This course may be taken as a single course or as a component of either the Computer & Network Administration or Engineer Training Programs. (Students apply for admission and pass an assessment interview as part of the registration process.)

08FIT213AG, 09/22/2008-10/23/2008  
15 Sessions, M, Tu, Th 6:00pm to 10:00pm  
5.4 CEUs, \$1625\*\*

## MCSE Certification Training

Chris Dow, The Computer Trainers

The Microsoft Certified Systems Engineer certification is the premier high-level networking certification in the industry today. Added to the MCSA training, the course allows students to prepare for taking the additional exams required to achieve the MCSE certification. This course covers Microsoft courses: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure; Planning Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure; Designing a Microsoft Windows Server 2003 Active Directory Infrastructure. The course may be taken as a single course or as a component of the Computer & Network Engineer Training Program. (Students apply for admission and pass an assessment interview as part of the registration process.)

**PREREQUISITES:** A+, N+ & MCSA

09SIT215AG, 03-02/2009-05/05/2009  
32 Sessions, M, Tu, Th 6:00pm to 10:00pm

No classes April 13th -16th.



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YOUR FUTURE**  
with the **COMPUTER & NETWORK  
ADMINISTRATION COURSES**

**You will receive classroom instruction, hands-on labs, test preparation, and access to your instructor seven days a week.**

USA has teamed with THE COMPUTER TRAINERS, a division of Odyssey Networking provide the training you need to prepare you for the following certifications:

**CompTIA A+ • CompTIA Network+  
Microsoft Certified Technical Specialist  
Microsoft Certified System Administrator (MCSA)  
Microsoft Certified System Engineer (MCSE)**

**251.431.6536**  
for more details