

Computer Technology

Computer and Internet Fundamentals

Valerie Dow

This course is for the true novice who wants to be introduced to computers, the Internet and e-mail. 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 e-mails. 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.*

09FCW105AG, 11/04/2009

1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Outlook 2003 - Basic

Valerie Dow

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 e-mail 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.*

09FCW412AG, 10/02/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Word 2003 - Basic

Valerie Dow

Word 2003 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.*

09FCW413AG, 10/14/2009

1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Word 2003 - Advanced

Valerie Dow

This course is designed for any student seeking advanced knowledge in using Microsoft Word. 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.

09FCW415AG, 12/14/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Word 2003 - Intermediate

Valerie Dow

This Intermediate course is designed for any student with previous experience in Word or recently completed the Basic course and is 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.*

09FCW414AG, 11/16/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

PowerPoint 2003 - Basic

Valerie Dow

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.*

09FCW418AG, 10/16/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Computer Technology

Excel 2003 - Basic

Valerie Dow

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.*

09FCW407AG, 10/21/2009
1 Session, W from 8:30 AM to 5:00 PM

09FCW407BG, 11/18/2009
1 Session, W from 8:30 AM to 5:00 PM

09FCW407CG, 12/16/2009
1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

Access 2003 - Basic

Valerie Dow

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.*

09FCW409AG, 11/20/2009
1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

Excel 2003 - Intermediate

Valerie Dow

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.*

09FCW408AG, 11/30/2009
1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

Access 2003 - Intermediate

Valerie Dow

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.*

09FCW410AG, 12/02/2009
1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

Excel 2003 - Advanced

Valerie Dow

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.*

09FCW416AG, 12/7/2009
1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

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.

Access 2003 - Advanced

Valerie Dow

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.*

09FCW410AG, 10/26/2009
1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class
use of text

Computer Technology

Office 2007: New Features

Valerie Dow

Moving from Office 2003 to Office 2007? Don't worry - be happy... sign up today for this New Features course! Learn the new features of Office 2007, plus dedicated learning units on Word, Excel, PowerPoint, Outlook, and Access. Yes that's right - a summary look at all your favorite Microsoft Office products - with your new 2007 glasses. No more, "Help, where did cut and paste go," questions. Sign up early - this new class will fill up quick! *No discounts or coupons apply to this value priced course.*

09FCW580AG, 10/05/2009

1 Session, M from 8:30 AM to 5:00 PM

09FCW580BG, 12/09/2009

1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Access 2007 - Basic

Valerie Dow

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

09FCW560AG, 11/06/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™,
\$119 Includes CourseCard™ and in class use of text

Access 2007 - Intermediate

Valerie Dow

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 sub-datasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. *No discounts or coupons apply to this value priced course.*

09FCW561AG, 12/11/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Outlook 2007 - Basic

Valerie Dow

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

09FCW565AG, 10/09/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Word 2007 - Basic

Valerie Dow

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

09FCW504AG, 10/19/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Word 2007 - Intermediate

Valerie Dow

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.

09FCW505AG, 11/09/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

BLOW YOUR AUDIENCE AWAY WITH GREAT PRESENTATION SKILLS!



Power Point 2007 - Sales Presentations

Valerie Dow

This course teaches students how to use PowerPoint 2007 to create effective sales presentations. Topic coverage includes rearranging and deleting slides, modifying graphics, adding media clips, and recording narrations. Students will also learn how to work with SmartArt graphics, tables, photo albums, and animations. This course also explores various delivery options, including custom slide shows, Presenter view, Web publication, and file distribution.

09FCW642AG, 10/23/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Power Point 2007 - Basic

Valerie Dow

This instructor-led course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

09FCW563AG, 11/13/2009

1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Computer Technology

Excel 2007 - Basic

Valerie Dow

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

09FCW501AG, 11/02/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

Excel 2007 - Intermediate

Valerie Dow

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. 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.

09FCW502AG, 11/23/2009

1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,

\$139 Includes text and CourseCard™,

\$119 Includes CourseCard™ and in class use of text

QuickBooks Pro: Part I

William H Ishee, CPA

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.

09FCP604AG, 9/24/2009 - 9/25/2009

2 Sessions, Th & F from 8:30 AM - 5:00 PM

09FCP604BG, 12/03/2009 - 12/04/2009

2 Sessions Th & F from 8:30 AM - 5:00 PM

1.6 CEU, \$219

QuickBooks Pro: Part II

William H Ishee, CPA

This second half of the QuickBooks Pro course for the number one small business accounting software builds on the terminology and skills introduced in Part I. The instructor, who offers an exceptional working knowledge of the software, discusses the following topics in Part II: handling pass-through expenses, setting up payroll, payroll processing, using a payroll service inventory, sales tax, estimates, time tracking, period end adjustments and closing procedures. Additional time is devoted in Part II to working with reports and graphs. Both Parts I and II will help you integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. And, as noted in the Part I course description, QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: You must have completed QuickBooks Pro: Part I.

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

10ICP602AG, 01/14/2010 - 01/15/2010

2 Sessions, Th & F from 8:30 AM - 5:00 PM

1.6 CEU, \$219



Computer Technology

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.

09FCP732AG, 9/21/2009 - 11/16/2009
9 Sessions, M from 7:00 PM to 9:00 PM
1.8 CEU, \$199

Acrobat 8.0 Professional - Basic Valerie Dow

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.*

09FCW706AG, 10/30/2009
1 Session, F 8:30 AM to 5:00 PM

0.75 CEU, \$229 Includes text and FastCard, \$219 Includes FastCard and in class use of text

HTML/XHTML - Basic Valerie Dow

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.*

09FCW420AG, 10/07/2009
1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU, \$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Publisher 2003- Basic Valerie Dow

This course teaches the core features and functions of Publisher 2007. Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

09FCW425AG, 12/21/2009
1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

Dreamweaver CS3 Valerie Dow

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.*

PREREQUISITE: HTML/XHTML

09FCW703AG, 10/28/2009
1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU, \$229 Includes text and CourseCard™, \$219 Includes CourseCard™ and in class use of text

Publisher 2007- Basic Valerie Dow

This course teaches the core features and functions of Publisher 2007. Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

09FCW780AG, 12/18/2009
1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and CourseCard™, \$119 Includes CourseCard™ and in class use of text

AutoCAD® - Fundamentals

Steve Stone

Design, visualize, and document your ideas with AutoCAD® 2009. AutoCAD® is the leading CAD program and is an essential tool for mechanical and civil engineers, aerospace engineers, naval designers, architects, and a host of other professionals. This introductory course provides a step-by-step method to learning AutoCAD®. Students will begin by learning basic tools to create and edit drawings. Expanded knowledge and more advanced features are introduced as students make progress. AutoCAD® is packed with 2D and 3D CAD functionality to help you shape, expand, and visualize. Increase your job potential by learning AutoCAD® today!

PREREQUISITE: BASIC COMPUTER SKILLS

09FEN101AG, 9/21/2009 - 10/14/2009
8 Sessions, M and W from 6:00 to 8:00 PM
1.60 CEUs, \$799 Includes text



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

Embark on an exciting new career into the innovative field of 3D shipbuilding design



- COMING SOON -

Winter 2010 will mark the launch of a new and improved course in 3D shipbuilding design.

If you have basic navigational skills in AutoCAD®, consider embarking on a new career path into the innovative field of 3D shipbuilding design.

With the availability of new technologies and innovative approaches to designing and constructing sea worthy vessels, shipyards and naval design firms will be hiring designers to help design and construct cost-effective ships of all sizes. This course was created in direct response to needs of the shipbuilding industry with national and regional firms contributing to curriculum development.

Through interactive instruction by experienced naval architects and engineers, you will discover terminology and practices used throughout the shipbuilding industry. This valuable instruction combined with hands-on experience in one of the industry leading software packages, will give you a competitive advantage in your pursuit of this exciting career path!



Learners can look forward to gaining in-depth exposure to 12 key shipbuilding competencies within a framework of learning, practice, and hands-on application in these subject areas:

DESIGN FOR PRODUCTION • PIPING • HVAC • STRUCTURAL • ELECTRICAL

PREREQUISITE: Basic AutoCAD® skills and math and reading comprehension at a 12th grade level.

Call 431-6536 for more details to come on this course!