

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 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.

10ICW105AG, 03/08/10

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

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 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.

10ICW412AG, 03/19/10

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

This course is designed for any student with minimum understanding of computer use and an interest in learning more about Microsoft Word. 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.

10ICW413AG, 1/06/09

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 - Intermediate

Valerie Dow

This course is designed for any student with minimum understanding of computer use and an interest in learning more about Microsoft Word. 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. This class is the second of an optional three-class set.

10ICW414AG, 1/27/10

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.

10ICW415AG, 2/5/10

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

0.75 CEU

\$139 Includes text and FastCard

\$119 Includes FastCard 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.

10ICW418AG, 1/29/10

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.

10ICW407AG, 01/13/10
1 Session, W from 8:30 AM to 5:00 PM

10ICW407BG, 02/03/10
1 Session, W from 8:30 AM to 5:00 PM

10ICW407CG, 03/03/10
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 and using queries, forms and reports. This is the first of an optional three-class set.

10ICW409AG, 1/08/10
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. This class is the second of an optional three class set.

10ICW408AG, 03/17/10
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 - 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 hyperlink 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.

10ICW410AG, 01/22/10
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 - 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.

10ICW416AG, 03/26/10
1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and FastCard
\$119 Includes FastCard 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.



REGISTER ON-LINE

www.usacontinuinged.com

or via FAX (251)431-6408

24-hours a day, 7 days a week!

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!

10ICW580AG, 3/22/10
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 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.

10ICW560AG, 2/24/10
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 - 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.

10ICW561AG, 3/5/10
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.

10ICW565AG, 2/26/10
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

10ICW504AG, 1/11/10
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.

10ICW505AG, 1/25/10
1 Session, Thur from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and FastCard
\$119 Includes FastCard 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.

10ICW642AG, 2/19/10
1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and FastCard
\$119 Includes FastCard 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.

10ICW563AG, 3/29/10
1 Session, M from 8:30 AM to 5:00 PM

0.75 CEU,
\$139 Includes text and FastCard
\$119 Includes FastCard 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. 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.

10ICW501AG, 1/20/10
1 Session, W from 8:30 AM to 5:00 PM

10ICW501BG, 3/24/10
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 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. 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.

10ICW502AG, 3/31/10
1 Session, W from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and FastCard
\$119 Includes FastCard and in class use of text

Project Management Training with Microsoft Office 2007 Seminar

In partnership with Boundless Flight, Inc., the University of South Alabama Center for Continuing Education and Conference Services is pleased to announce a two-day seminar to help you learn to manage projects using Microsoft Project 2007.

Project time lines have long been associated with manufacturing or industrial environments. However, today more than ever, the project management approach is being utilized by diverse organizations. From attorneys, to non profits, to healthcare and information technology environments, many people can benefit from a linear approach to project management combined with power of Microsoft Project. Whether you are collaborating with individuals, departments or outside organizations, Microsoft Project gives you the power to effectively communicate the tasks of your project and assign action items to move toward successful project completion.

You will learn how to define tasks within projects, assign resources, distinguish between critical and non-critical tasks, and much more. Instead of being overwhelmed with the level of detail your project involves, keep your project on track with the an understanding of project management essentials and a clear, concise road map developed with Microsoft Project.

The seminar is suitable as an introduction to project management as well as an update and refresher for those already managing projects with Microsoft Project. This class is designed to help beginners and experienced users simultaneously through interaction and flexibility.

10ICW585AG, 2/10/2010
2 Sessions, Tu and W from 8:30 AM to 5:00 PM

10ICW585BG, 2/11/2010 - 2/12/2010
2 Sessions, Th and F from 8:30 AM to 5:00 PM

1.4 CEU, \$995

SAVE: 10% when you send 3 or more employees to a session!

Adobe InDesign CS3 - Basic

Nadia Kim Bush

Explore the creative possibilities for your visual communication pieces by learning basic desktop publishing skills and graphics design principles using Adobe InDesign CS3 page layout software. Built for demanding workflows, InDesign integrates smoothly with Adobe Photoshop, Illustrator, Acrobat, InCopy, and Dreamweaver software; offers powerful features for creating richer, more complex documents; and reliably outputs pages to multiple media. With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS3 lets you work faster and better than ever.

10ICW700AG, 1/7/2010
1 Session, Thur 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

Adobe InDesign CS3 - Advanced

Nadia Kim Bush

Explore the advanced creative possibilities for your visual communication pieces as you expand your knowledge in desktop publishing and graphics design principles in an advanced Adobe InDesign CS3 course. With its sophisticated design features and enhanced productivity tools for streamlining repetitive tasks, InDesign CS3 lets you work faster with Adobe Photoshop, Illustrator, Acrobat, InCopy, and Dreamweaver software. The Advanced Adobe InDesign CS3 course is designed for learners who have completed the Adobe InDesign CS3 Basic course, or who have prior InDesign experience and seeking advanced knowledge.

10ICW699AG, 3/15/2010
1 Session, M 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

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.

10IPH732AG, 1/25/2010 - 3/22/2010
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.

10ICW706AG, 3/10/10
1 Session, W 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 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 4.0, 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.

10ICW420AG, 2/1/10
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

Publisher 2003- Basic Valerie Dow

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 with other Microsoft Office applications as well as converting to HTML and web pages.

10ICW425AG, 3/1/10
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.

PREREQUISITE: HTML/XHTML

10ICW703AG, 2/22/10
1 Session, M 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.

10ICW780AG, 3/12/10
1 Session, F from 8:30 AM to 5:00 PM

0.75 CEU
\$139 Includes text and FastCard
\$119 Includes FastCard and in class use of text

Computer Technology

Mastering 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.

10SCP604AG, 5/06/2010 - 5/07/2010
2 Sessions, Th and F from 8:30 AM to 5:00 PM
1.6 CEU, \$219

Mastering 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, 1/14/2010 - 1/15/2010
2 Sessions, Th and F from 8:30 AM to 5:00 PM
1.6 CEU, \$229

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. This course is designed for beginning users of AutoCAD with little or no experience with the application. Increase your job potential by learning AutoCAD today!

PREREQUISITE: BASIC COMPUTER SKILLS

TEXTBOOK: AutoCAD 2009 Tutorial first Level: 2D Fundamentals, ISBN: 978-1-58503-433-8 (OPTIONAL)

10IEN101AG, 2/22/2010-3/31/2010
12 Sessions, M and W from 6:00 to 8:00 PM
2.4 CEU, \$799 Includes text

SAVE \$38
when you register
for Parts I & II at
once!



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