

COMPUTERS AND INFORMATION TECHNOLOGY

FUNDAMENTALS OF COMPUTING AND WINDOWS

Topics include: Essentials of computing, using the mouse, Windows Desktop, Accessories programs, Windows Explorer and managing files, setting up shortcuts and a brief intro to word processing. Prepares students for additional instruction in a specific software application. \$200 (+ textbook).

- Sec. A: Sat., June 4-18, 9:00 am-1:00 pm, TEC-13D. XA-P174
Sec. B: Wed., June 29-July 20, 6:00-9:00 pm, TEC-13D. XA-P172
Sec. C: M/W, July 18 & 20, 9:00 am-4:00 pm, TEC-13D. XA-P173
Sec. D: Tues., June 7-28, 6:00-9:00 pm, Mt. Vernon Site. MV-V007
Sec. E: T/Th, May 31-June 9, 6:00-9:00 pm, Cross County Site. YR-Y002
Sec. F: T/Th, July 5-14, 6:00-9:00 pm, Ossining Site. OS-D012

WINDOWS FILE MANAGEMENT

Don't let your hard drive become a nightmare. Using My Computer and Windows Explorer, create and organize folders, copy, move and rename files, search for files, work with shortcuts and more.

Prerequisite: Basic computer skills. \$75 (+ textbook).

- Sec. A: Tues., June 7, 9:00 am-4:00 pm, TEC-13D. XA-P024
Sec. B: M/W, June 27 & 29, 6:00-9:00 pm, CLA-321. XA-P154
Sec. C: M/W, June 6 & 8, 6:00-9:00 pm, Cross County Site. YR-Y001

KEYBOARDING ON THE COMPUTER

Strongly recommended for individuals with less than 40 wpm keyboarding skills who are seeking administrative positions. Designed to provide introductory and brush-up instruction on the keyboard, with time allotted to practice.

T/Th, June 28-July 28, 6:00-8:00 pm, TEC-13E, \$133 (+ textbook). XA-P019

DIGITAL PHOTOGRAPHY: BASICS & BEYOND

Thinking of buying a digital camera? Already have one? Getting the most out of it? What you need to know about selecting, buying and using your digital camera. Includes field tips on using, and how to manage your digital workflow, to get the best possible images from your digital camera. \$99.

- Sec. A: Mon., June 6-20, 6:00-9:00 pm, TEC-13D. XA-P846
Sec. B: Thurs., June 9-23, 12:00-3:00 pm, TEC-13D. XA-P286

QUICKBOOKS

Learn how to handle accounts payable and receivable, customer info, inventory, payroll, and track your business' financial health. No accounting experience required. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience.*

M/W, June 6-22, 6:00-9:00 pm, CLA-321, \$300 (+ textbook). XA-P178

CRUISING THE INTERNET

How to access, use and understand the Internet, even if you have never connected before. Learn hands-on what the Internet is and what it can do for you. \$99.

- Sec. A: Wed., June 8-22, 6:00-9:00 pm, TEC-13E. XA-P981
Sec. B: T/Th, July 19-26, 6:00-9:00 pm, Ossining Site. OS-D035
Sec. C: T/Th, Aug. 2-9, 6:00-9:00 pm, Cross County Site. YR-Y005

BUYING AND SELLING ON eBAY

Become a bargain buyer: compete for the best price and protect yourself against fraud. Become a savvy seller: protect your price with reserves and minimums, create eye-catching HTML descriptions, upload digital images, and use escrow services to ensure you get paid! *Prerequisite: Cruising the Internet or equivalent experience. \$75.*

- Sec. A: T/Th, June 14-21, 6:00-9:00 pm, TEC-13E. XA-P319
Sec. B: Wed., July 13-27, 9:30 am-12:30 pm, CLA-321. XA-P320

WEB PAGE DEVELOPMENT I

Learn to use Microsoft FrontPage, a web editing tool, and cover the basics of creating well-designed web pages. Includes a brief orientation to HTML coding. *Prerequisite: Cruising the Internet or equivalent experience.*

T/Th, June 14-30, 6:00-9:00 pm, CLA-321, \$300 (+ textbook). XA-P182

WEB PAGE DEVELOPMENT II

Expand and improve your web pages with frames, forms, and image maps. Learn more about how to maintain your site and how to organize information and improve navigation as your site grows larger. *Prerequisite: Web Page Development I.*

T/Th, July 5-21, 6:00-9:00 pm, CLA-321, \$300 (+ textbook). XA-P403

Required textbooks available at Westchester Community College
Bookstore unless otherwise noted.

- Microsoft User Specialist -

Prepare for the Microsoft Office User Specialist certification exams or just build new skills.

MS OFFICE SKILLS FOR THE WORKPLACE

Today's workplace is competitive; don't let weak computer skills hold you back. Learn to use Word, Excel, PowerPoint, and Outlook in this comprehensive, intensive course. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience.*

M/T/W/Th/F, June 6-July 1, 9:00 am-12:00 pm, CLA-321, \$899 (+ textbook). XA-P020

MS POWERPOINT

Create professional quality overheads, slides or computer-based presentations using charts, graphs, animations and sound effects. *Prerequisite: MS Word experience. \$150 (+ textbook).*

Sec. A: Wed., June 1-22, 6:00-9:00 pm, TEC-13D. XA-P990

Sec. B: T/Th, July 5 & 7, 9:00 am-4:00 pm, TEC-13D. XA-P987

Sec. C: T/Th, Aug 11-23, 6:00-9:00 pm, Cross County Site. YR-Y008

MS OUTLOOK

Outlook is more than just email! Master intro and advanced features of Outlook mail, explore the powerful calendar and meeting scheduler, contacts and address book, and task manager. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience. \$60 (+ textbook).*

Sec. A: Wed., June 29-July 6, 7:00-9:00 pm, TEC-13E. XA-P419

Sec. B: T/Th, July 26 & 28, 7:00-9:00 pm, Cross County Site. YR-Y009

MS ACCESS – LEVEL 1

Get started with Access, the Office Suite's powerful database program. Includes building and editing tables, using queries, forms and reports, and modifying your database structure. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience. \$200 (+ textbook).*

Sec. A: T/Th, July 19-28, 6:00-9:00 pm, TEC-13D. XA-P171

Sec. B: M/W, Aug. 8-17, 6:00-9:00 pm, Cross County Site. YR-Y097

Save \$\$ when you register for all three Word classes at the same location for only \$550.

For the Valhalla Word series, use XA-P325. For the Cross County Word series use YR-Y110.

MS WORD – LEVEL 1

Covers editing documents, formatting text, paragraphs and documents and creating and formatting tables – fundamental skills for creating letters, reports and documents. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience. \$200 (+ textbook).*

Sec. A: M/W, July 11-20, 6:00-9:00 pm, CLA-321. XA-P157

Sec. B: T/Th, June 14-23, 6:00-9:00 pm, Cross County Site. YR-Y101

MS WORD – LEVEL 2

Enhance your documents by adding graphics, using styles and templates, and managing multi-page documents. Create personalized mailings by merging data into your documents. Learn how easy it is to turn your Word document into a web page. *Prerequisite: MS Word Level 1 or equiv. experience. \$200 (+ textbook).*

Sec. A: M/W, July 25-Aug. 3, 6:00-9:00 pm, CLA-321. XA-P995

Sec. B: T/Th, June 28-July 7, 6:00-9:00 pm, Cross County Site. YR-Y102

MS WORD – LEVEL 3

Master advanced features of Word such as building forms, creating charts and diagrams, collaborating with others on a document, creating macros, advanced graphics, and integrating Word with other applications. *Prerequisite: MS Word Level 2 or equiv. experience. \$200 (+ textbook).*

Sec. A: M/W, Aug. 8-17, 6:00-9:00 pm, CLA-321. XA-P456

Sec. B: T/Th, July 12-21, 6:00-9:00 pm, Cross County Site. YR-Y103

PROJECT TRANSITION – A PROGRAM FOR DISPLACED HOMEMAKERS

Need to compete in today's workplace? Are you divorced, widowed, separated, or have a spouse who is disabled or unemployed? Project Transition provides specially funded FREE computer/office skills workshops for displaced homemakers. Learn Microsoft Word, Excel, PowerPoint, and QuickBooks; also résumé writing, interviewing techniques and job search strategies. Prerequisite for computer workshops: 25 wpm typing speed.

All services are free for those eligible for the program; proof of eligibility required.
For information, eligibility and details, please call Project Transition at 914-606-6825,
or email us at ProjectTransition@sunywcc.edu

Program funded by NYS Department of Labor Office of Workforce Investment

to register call 914-606-6830

Save \$\$ when you register for all three Excel classes at the same location for only \$550.

For the Valhalla Excel series, use **XA-P326**.

For the Cross County Excel series use **YR-Y110**.

MS EXCEL – LEVEL 1

Covers building and editing worksheets, formatting a worksheet, working with charts and working with formulas and functions. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience. \$200 (+ textbook).*

Sec. A: T/Th, June 7-16, 6:00-9:00 pm, TEC-13D. XA-P185

Sec. B: M/W, June 20-29, 6:00-9:00 pm, Cross County Site. YR-Y105

MS EXCEL – LEVEL 2

Expand your skills by learning to use lists, analyze list data, and enhance your charts and worksheets. Explore techniques for managing workbooks, sharing Excel files, incorporating web information and preparing workbooks for the web. *Prerequisite: MS Excel Level 1 or equivalent experience. \$200 (+ textbook).*

Sec. A: T/Th, June 21-30, 6:00-9:00 pm, TEC-13D. XA-P853

Sec. B: M/W, July 11-20, 6:00-9:00 pm, Cross County Site. YR-Y106

MS EXCEL – LEVEL 3

Master advanced features of Excel such as What-If Analysis, analyzing data with PivotTables, exchanging data with other programs and advanced worksheet management. *Prerequisite: MS Excel Level 2 or equivalent experience. \$200 (+ textbook).*

Sec. A: T/Th, July 5-14, 6:00-9:00 pm, TEC-13D. XA-P645

Sec. B: M/W, July 25-Aug. 3, 6:00-9:00 pm, Cross County Site. YR-Y107

- Business Solutions With Microsoft Office -

Your time and training dollars are stretched — these short courses are designed to teach just the skills you need to solve specific business problems.

MS ACCESS BASICS

This intensive course will give you a quick introduction to the fundamentals of developing a database, creating tables, forms, queries and reports. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience.*

Wed., June 8, 9:00 am-4:00 pm, TEC-13D, \$75 (+ textbook). XA-P982

MS EXCEL BASICS

Enter and edit text and values; create simple formulas; select cells and ranges; move around the worksheet; format the worksheet and data; techniques to copy and move data; save, retrieve and print worksheets. *Prerequisite: Fundamentals of Computing and Windows or equivalent experience.*

Wed., June 15, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P216

USING MS EXCEL CHARTS TO MAKE BUSINESS DECISIONS

Learn to create effective charts that clearly and accurately convey the meaning of your data. *Prerequisite: Excel Basics, MS Excel Level 1 or equivalent experience.*

Wed., July 6, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P766

DATA MANAGEMENT WITH MS EXCEL

Learn to sort data with multiple keys, validate data, create a data-entry form and get subtotals based on various criteria. Use named ranges and lookup tables to retrieve and summarize data. Import data into Excel from other applications. *Prerequisite: Excel Basics, MS Excel Level 1 or equivalent experience.*

Wed., June 29, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P383

USING MS EXCEL FUNCTIONS

Learn to use a variety of financial and statistical functions to analyze your data. Develop conditional calculations using the logical functions. Track time-dependent data with date and time functions.

Prerequisite: Excel Basics, MS Excel Level 1 or equivalent experience.

Wed., June 22, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P221

MS WORD BASICS

Enter and edit text, correct spelling and grammar as you type, change fonts and font sizes, emphasize text, set margins and tabs, use bullets and numbering, create an envelope, search for and replace text.

Prerequisite: Fundamentals of Computing and Windows or equivalent experience.

Tues., June 14, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P156

CREATING CUSTOM MAILINGS WITH MS WORD MAIL MERGE

Design form letters with merge fields; create data lists in Word or use data from Excel or Access; sort and select data records; create mailing labels. *Prerequisite: Word Basics, MS Word Level 1 or equivalent experience; Excel and/or Access experience useful.*

Tues., June 21, 9:00 am-1:00 pm, TEC-13D, \$40. XA-P162

CREATING BROCHURES, FLYERS AND NEWSLETTERS WITH MS WORD

Learn to use clip art, graphics, Word Art objects and watermarks, insert special characters and symbols, format text in columns, and use borders and shading. *Prerequisite: Word Basics, MS Word Level 1 or equivalent experience.*

Tues., June 28, 9:00 am-4:00 pm, TEC-13D, \$75. XA-P524

MS POWERPOINT FOR PRESENTERS

For those with PowerPoint experience, learn how to set up kiosk presentations, prepare presentations with music, graphics and video for large and small audiences and the Internet. *Prerequisite: MS PowerPoint or equivalent.*

Thurs., July 14, 9:00 am-1:00 pm, TEC-13D, \$40. XA-P176



Technology Certification Prep Courses

Technology Certification Prep Courses

Our courses, offered in partnership with I/Tech Computer Services, will help you prepare for industry-recognized certification exams like CompTIA A+ and Microsoft MCSA. Call **914-606-7100** for more information on our Yonkers Extension Center Classes.

A+ INTRODUCTION TO PC HARDWARE

Introduction to PC technology as identified by the objectives in CompTIA's A+ certification and provides the framework for understanding how a computer works.

M/W, June 6 & 8, 6:30-10:00 pm and Sat., June 11, 8:30 am-4:30 pm, \$399. YR-Y082

A+ PC REPAIR AND TROUBLESHOOTING

Learn about systems maintenance procedures with hands-on opportunities for installing and troubleshooting hardware components. Prepares candidates for the CompTIA A+ hardware exam.

M/W, June 13-July 11, 6:30-10:00 pm and Sat., July 9, 8:30 am-4:30 pm, \$899. YR-Y083

A+ PC OPERATING SYSTEMS

A hands-on approach to learning the steps to installing, troubleshooting and supporting the most common operating systems. Prepares candidates for the CompTIA A+ Operating System exam.

M/W, July 18-Aug. 10, 6:30-10:00 pm and Sat., Aug. 6, 8:30 am-4:30 pm, \$899. YR-Y084

SECURITY+

Prepare for the CompTIA Security+ examination. Build on your knowledge and professional experience with computer hardware, operating systems, and networks to acquire the required skills for implementing basic security services.

M/W, Aug. 15-Sept. 7, 6:30-10:00 pm and Sat., Sept. 3, 8:30 am-4:30 pm, \$899. YR-Y085

MANAGING AND MAINTAINING A MICROSOFT SERVER 2003 ENVIRONMENT (Exam 70-290)

Learn the skills and knowledge required to manage and maintain accounts and resources, monitor server performance, and safeguard data in a Microsoft Windows® Server 2003 environment.

T/Th, May 24-June 16, 6:30-10:00 pm and Sat., June 4, 8:30 am-4:30 pm, \$1,425. YR-Y090

IMPLEMENTING A MICROSOFT SERVER 2003 NETWORK INFRASTRUCTURE: NETWORK HOSTS (Exam 70-291)

Provides the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows® Server 2003 networking infrastructure.

T/Th, June 21 & 23, 6:30-10:00 pm and Sat., June 25, 8:30 am-4:30 pm, \$575. YR-Y089

IMPLEMENTING, MANAGING AND MAINTAINING A MICROSOFT SERVER 2003 NETWORK INFRASTRUCTURE: NETWORK SERVICES (Exam 70-291)

Provides the knowledge and skills to implement and manage a Microsoft Windows® Server 2003 network infrastructure. Intended for systems administrator and systems engineer candidates who are responsible for implementing and managing server networking technologies

T/Th, June 28-July 21, 6:30-10:00 pm and Sat., July 16, 8:30 am-4:30 pm, \$1,425. YR-Y091

INSTALLING, ADMINISTERING & CONFIGURING MICROSOFT WINDOWS XP PROFESSIONAL (Exam 70-270)

Provides the knowledge and skills needed to manage Microsoft Windows® XP Professional and Windows 2000 Professional based computers in a Microsoft Windows Server 2003 environment.

T/Th, July 26-July 28, 6:30-10:00 pm and Sat., July 30, 8:30 am-4:30 pm, \$575. YR-Y086

IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE SERVER 2003 (Exam 70-284)

Provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server 2003.

T/Th, Aug. 9-Sept. 1, 6:30-10:00 pm, and Sat. Aug. 20, 8:30 am-4:30 pm, \$1,425. YR-Y088

to register call 914-606-7100

- Computer Classes at Peekskill -

For more information or to register call **914-606-7300**. The Peekskill Extension Center is located at 27 N. Division Street in Peekskill.

NEW

OPEN STUDIO ACCESS PACKAGE AT PEEKSKILL

The Peekskill Extension Center is an artist's space and a friendly environment in which to work. The Center hosts six Apple post-production studios including a recording studio, a video lab, and a midi studio, and has multiple stations for batch capture and DVD burning. This package is for the professional or aspiring artist with competent computer skills who wants to continue to develop a portfolio and use the Center's resources. **Note: interview with Director and Technical Support Manager required.**

M/T/W/Th, 9:00 am-9:00 pm, June 6-Aug. 18, Summer Package Fee \$250. PE-P177

INTRO TO THE MAC

Computer skills are essential for adults to function effectively today at home and work. Computer art and design programs require basic knowledge of a Macintosh operating system. This introductory class, for those new to the computer or to the Apple Operating System, explains the hardware and software. The course is intended for those with low computer literacy skills. Beginners learn basic skills, i.e. using a mouse, using menus and icons, managing files, folders and windows, and navigation in text. The use of floppy and zip disks and printers are explained. \$30.

Sec. A: Wed., May 25, 6:30-9:30 pm. PE-P087

Sec. B: Fri., May 27, 9:30 am-12:30 pm. PE-P088

Sec. C: Wed., June 29, 6:30-9:30 pm. PE-P152

Sec. D: Fri., July 1, 9:30 am-12:30 pm. PE-P153

NEW

QUICKSTART TO FINAL CUT PRO 4.5

Apple's Final Cut Pro is a professional non-linear editing solution that suites your Mac desktop and your home budget. Includes a short history of video editing, video terminology, use of Final Cut Video Suite to assemble media and edit clips together, use of time codes, marking in and out points, adding effects to video production, exporting your finished video to QuickTime movie files, and a hands-on exercise.

M/W, July 11 & 13, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P183

NEW

QUICKSTART TO PHOTO EDITING

Learn to use the latest version of Photoshop, Adobe Photoshop CS, a powerful photo retouching software program. Includes a short history of photo imaging, imaging terminology, use of Photoshop in computer graphics imaging, use of image ready and output to web, preparing graphics for video from Photoshop and a hands-on exercise.

T/Th, July 12 & 14, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P184

NEW

QUICKSTART TO ADOBE ILLUSTRATOR CS

Explore Adobe Illustrator CS, a powerful illustration and typography design tool for anyone with an inclination toward computer graphics, with new 3D and web features. Includes digital illustration, drawing tools, Bezier curves, fonts, a short history of type and computer illustration, use of Illustrator in graphic design, output to the web and video, the use of Illustrator in 3D, and a hands-on exercise.

M/W, July 18 & 20, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P185

NEW

QUICKSTART TO ADOBE AFTER EFFECTS 6.5

Using Adobe After Effects in motion graphics and visual effects for film, video, DVD, and the web creates magic in the movies, and is available for your home studio. Includes an explanation of motion graphics, orientation to the interface and tools, an explanation of tweening and time-based graphics, and a hands-on exercise.

T/Th, July 19 & 21, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P186

NEW

QUICKSTART TO ADOBE INDESIGN CS

Adobe InDesign CS enables you to take advantage of the integrative power of CS and the dynamic nature of InDesign with its powerful print to web solution. Includes an overview of graphic layout and design, a short introduction to electronic prepress, an orientation to its interface and tools, importing graphics and text, and an introduction to output to web and XML.

M/W, July 25 & 27, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P163

NEW

QUICKSTART TO MACROMEDIA FLASH MX 2004

Flash MX enables you to create animated vector graphics for the web. A quickstart to this tool includes an explanation of what Flash is, an orientation of the interface and tools, a short history of web animation, sample sites, and a hands-on exercise.

T/Th, July 26 & 28, 6:00-9:00 pm, \$150 (+ \$50 lab fee). PE-P164

NEW

DVD AUTHORIZING & CREATION

Using Apple's DVD Studio Pro 3.0, a comprehensive and flexible DVD authoring package that has new transitions, superb HD to SD MPEG-2 encoding, Graphical View, support for all professional audio formats, including DTS, and integration with Final Cut Pro HD and Motion, students will dive right into DVD authoring and creation.

M/W, Aug. 8 & 10, 6:00-9:00 pm \$150 (+ \$50 lab fee). PE-P178