



GTCC

GREENSBORO | HIGH POINT | JAMESTOWN

Guilford Technical Community College

Where Futures Are Created!

Fall 2009
Continuing Education
Computer Classes

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FAQ'S

1. HOW DO I KNOW WHICH CLASS IS RIGHT FOR ME?

If you are new to computers, you'll want to start with an Introduction class, such as "Introduction to Computers".

2. HOW DO I KNOW WHICH LEVEL OF CLASS I NEED?

Our computer classes are designed for beginners, unless otherwise stated (such as Intermediate or Advanced).

3. HOW DO I KNOW AT WHICH CAMPUS THE CLASS IS BEING HELD?

Location codes are listed under each course description and a location key can be found on page 5.

4. I'M A SENIOR CITIZEN. WHY DO I HAVE TO PAY FOR SOME CLASSES AND NOT OTHERS?

A self-supporting class (CSP 4000, SEF 3001, or 7000 numbers) has to receive payment from all attendees. More detailed information can be found in the Live & Learn schedule.

5. HOW DO I REGISTER FOR A CLASS?

There is a registration form in the back of this flyer. All you have to do to register is fill it out and mail it in with payment, or go to your nearest GTCC campus.

6. WHERE WILL I BUY THE BOOK FOR MY CLASS?

Books can be purchased at the Bookstore of the campus where class is held. If your class is in High Point, you will go to the bookstore at the High Point campus. For all NCFE (Small Business Center) classes, you will go to the East Wendover campus in Greensboro.

7. HOW DO I GET A REFUND IF I CAN NOT ATTEND A CLASS OR IF CLASS IS CANCELLED?

GTCC will make a 100% refund of registration fees if you officially withdraw from class BEFORE the first class meeting. GTCC will refund 75% of the registration fee (of tuition only) if you officially withdraw from classes on the first day of classes OR before the class reaches the 10% point. The 10% point varies from class to class. To request a refund, please call Amy Leonard at (336) 334-4822 ext. 2336. If a class is cancelled or full, GTCC will automatically process a full refund. Refunds are processed on a monthly basis. The College refund policy is established by state legislative action and is subject to change without prior notice to students.

CAMPUS LOCATION & CODES

AT Jamestown Percy H. Sears Applied Technologies Center 601 High Point Road, Jamestown, NC 27282	H4 High Point High Point Campus, Entertainment Technology 901 S. Main Street High Point, NC 27260	CEC Greensboro Con. Ed. Center 3505 E. Wendover Avenue Greensboro, NC 27406	NCFE** Nussbaum Center for Entrepreneurship 2007 Yanceyville Street Greensboro, NC 27405
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If you need driving directions to any of these locations, please visit www.mapquest.com

**To mapquest NCFE, use the address of 1275 Revolution Mill Drive, Greensboro, NC 27405

BEGINNER PC

Keyboarding Beginning/Intermediate

In this computer-based typing course, you will learn to use the correct touch method for operating the keys, to format standard documents, and to develop typing speed. Intermediate students will work toward improving typing speed, accuracy, and a more extensive knowledge of document formatting and processing. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-3010-301	H4 124	Tue & Thur	6:00 pm - 8:30 pm	Aug 25 - Oct 15	Louise Stanley	\$128
CAS-3010-302	H4 124	Mon & Wed	9:00 am - 11:30 am	Aug 31 - Oct 28	Louise Stanley	\$128
CAS-3010-303	CEC 222	Mon & Wed	1:00 pm - 3:30 pm	Sept 14 - Nov 9	Ray Tobias	\$128

Introduction to Computers Using Office 2007 and Windows Vista (New)

This course is designed to let you enter the personal computer world on the ground floor. The course was created for people who feel they need to learn the basics of computers including terminology, basic Windows skills, basic mouse skills (including right-click and left-click) and a basic overview of Microsoft Office 2007. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4040-304	CEC 222	Mon	6:30 pm - 9:30 pm	Aug 24 - Oct 19	Jim Wynn	\$73
CAS-4040-305	H4 124	Tue & Thur	9:00 am - 12:00 pm	Sept 1 - Sept 24	Murrell Johnson	\$73
CAS-4040-306	H4 124	Mon & Wed	6:30 pm - 9:30 pm	Sept 14 - Oct 7	Murrell Johnson	\$73
CAS-4040-307	CEC 222	Mon & Wed	9:00 am - 12:00 pm	Sept 23 - Oct 21	TBA	\$73

Introduction to Computers for Seniors

This is a course for beginner computer users who are Senior Citizens. Topics include: basic computer terms, exercises to become more comfortable using a mouse, basic functions like formatting and copying disks, and organizing your data. Basic word processing will be covered, including creating, editing and saving documents. This is a great class to take as a precursor to part-time employment. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4041-308	CEC 222	Tue & Thur	2:00 pm - 4:00 pm	Aug 18 - Sept 24	Jean Morgan	\$73
CAS-4041-309	H4 124	Mon & Wed	2:00 pm - 4:00 pm	Sept 9 - Oct 21	Louise Stanley	\$73
CAS-4041-310	CEC 222	Tue & Thur	2:00 pm - 4:00 pm	Nov 3 - Dec 17	Jean Morgan	\$73

Introduction to the Internet and E-mail for Seniors

This is an 18-hour course designed for the Internet newbie*, especially designed with the senior citizen in mind. This course introduces you to the history of the Internet, use of Microsoft's Internet Explorer web browser, use of some of the services on the web (e-mail, free web pages, buying and selling) and most importantly, how to search using popular search engines. The course is hands-on. Introduction to Computers is recommended, but not required. *A newbie is someone who is just learning to use the Internet. No textbook required.

CAS-4101-311	CEC 222	Tue & Thur	2:00 pm - 4:00 pm	Sept 29 - Oct 29	Jean Morgan	\$73
CAS-4101-312	H4 124	Mon & Wed	2:00 pm - 4:00 pm	Oct 26 - Nov 23	Louise Stanley	\$73
CAS-4101-313	CEC 219	Mon & Wed	2:00 pm - 4:00 pm	Nov 11 - Dec 14	Jean Morgan	\$73

Introduction to Windows XP

This course is for the person who has some knowledge and experience with a computer but needs to know how to use the many features of Windows. You will learn to manage your desktop, find files, manage data and folders, add/remove software programs, and more! Prerequisite: A basic knowledge/experience with a computer. Textbook is required and must be purchased from the campus bookstore where course will be taught PRIOR to class.

CAS-4023-314	H4 115	Tue	9:00 am - 12:00 pm	Aug 18 - Oct 6	Paula Sieber	\$73
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Introduction to Windows Vista

The WOW begins now! Learn to use and customize the Microsoft Windows Vista environment. This class will teach you the basics of Windows Vista to include: getting started with Vista, working efficiently in Windows Vista, working with folders and files, personalizing Windows Vista (working the Sidebar and Gadgets). You will learn to instantly search your entire computer and find exactly what you need. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4025-315	CEC 219	Mon & Wed	9:00 am - 12:00 pm	Aug 17 - Sept 14	Jean Morgan	\$73
CAS-4025-316	H4 115	Mon	9:00 am - 12:00 pm	Aug 24 - Oct 26	Bill Walters	\$73
CAS-4025-317	H4 115	Mon & Wed	6:30 pm - 9:30 pm	Aug 31 - Sept 28	Elaine Porter	\$73
CAS-4025-318	CEC 222	Wed	6:30 pm - 9:30 pm	Oct 21 - Dec 16	Jim Wynn	\$73
CAS-4025-319	CEC 222	Mon & Wed	9:00 am - 12:00 pm	Nov 2 - Nov 30	TBA	\$73

BEGINNER PC (CONT.)

Introduction to Vista for Seniors

This course is designed for Seniors who have some knowledge and experience with the computer, but need to know how to use Microsoft's newest operating system, Vista. They will learn to navigate the basic features on the desktop including the Taskbar, Start Menu and Sidebar. This course covers managing files and folders, antivirus security, installing programs as well as burning CDs. Textbook is required and must be purchased from the campus bookstore where the course is taught PRIOR to class.

CAS-4025A-320	CEC 219	Mon & Wed	2:00 pm - 4:00 pm	Aug 17 - Sept 16	Jean Morgan	\$73
CAS-4025A-321	H4 124	Tue & Thur	2:00 pm - 4:00 pm	Sept 1 - Sept 29	Paula sieber	\$73

MICROSOFT OFFICE

Introduction to Microsoft Office 2007

With this release of Office 2007, Microsoft has made several improvements to the Office suite. The Ribbon replaces the menus and toolbars in the core applications, Word, Excel, and PowerPoint. Items are now grouped together based on usage and context. Office 2007 also features a number of exciting advances. Whether you are new to Microsoft Office and new to Microsoft Office 2007, this class will give you the basic skills you need to use Microsoft Office 2007. Textbook is required and must be purchased from the campus bookstore where the course is taught PRIOR to class.

CAS-4038-348	CEC 222	Mon & Wed	9:00 am - 12:00pm	Aug 24 - Sept 21	TBA	\$73
CAS-4038-349	CEC 222	Wed	6:30 pm - 9:30 pm	Aug 26 - Oct 14	Jim Wynn	\$73
CAS-4038-350	H4 115	Tue & Thur	6:30 pm - 9:30 pm	Sept 1 - Sept 24	Murrell Johnson	\$73
CAS-4038-351	H4 115	Wed	9:00 am - 12:00pm	Sept 2 - Oct 21	Murrell Johnson	\$73
CAS-4038-352	H4 124	Mon & Wed	6:30 pm - 9:30 pm	Oct 19 - Nov 11	Elaine Porter	\$73
CAS-4038-353	CEC 222	Tue	6:30 pm - 9:30 pm	Oct 20 - Dec 8	Shirley Lewis	\$73

Introduction to Office for Seniors

The purpose of this course is to teach Seniors to perform the most essential functions using Microsoft Office 2007. Introduction to Microsoft Office for Seniors includes instruction in Word, Excel and PowerPoint. You will learn to create, save, and print basic word processing documents, spreadsheets and simple slide presentations. Hands-on learning is emphasized in this course. The course has no prerequisites, but an ability to use the keyboard and basic Windows knowledge is assumed. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4034A-354	CEC 219	Mon & Wed	2:00 pm - 4:00 pm	Sept 21 - Nov 2	Jean Morgan	\$73
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Access 2007 (NEW)

You will learn the fundamentals of Microsoft Office Access 2007, the latest release of the software. In this class, you will learn to create tables, enter, edit and format records, create forms for inputting records as well as learning to use filters. Also discussed is the creation of select queries using both single and multiple criteria. Learn to create, format, modify and print reports. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4010-336	H4 115	Thur	9:00 am - 12:00 pm	Aug 27 - Oct 15	Bill Walters	\$128
CAS-4010-337	CEC 222	Mon	6:30 pm - 9:30 pm	Oct 26 - Dec 14	Jim Wynn	\$128
CAS-4010-338	H4 115	Tue	9:00 am - 12:00 pm	Oct 20 - Dec 15	Paula Sieber	\$128

Excel 2007

This course is intended for you if you have little or no experience using electronic spreadsheets. The majority of the skills learned in this class are applicable to previous versions of Excel. You will learn by exploring the new Excel 2007 interface and features, learn to enter and edit data, sort and filter, write and edit formulas to produce calculations, and apply basic formatting for legibility. You will also learn to create simple charts and collaborate with users of earlier versions of Excel. Access to the Internet and email are required for this course. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4037-340	CEC 222	Tue & Thur	9:00 am - 12:00 pm	Aug 25 - Sept 17	Jean Morgan	\$128
CAS-4037-341	CEC 219	Tue	6:30 pm - 9:30 pm	Aug 25 - Oct 13	Susan Knorr	\$128
CAS-4037-342	H4 115	Sat	9:00 am - 4:00 pm	Sept 12 - Oct 3	Susan Knorr	\$128
CAS-4037-343	H4 115	Tue & Thur	6:30 pm - 9:30 pm	Nov 3 - Dec 3	Paula Sieber	\$128

MICROSOFT OFFICE (CONT.)

Excel 2007 Intermediate

Increase your knowledge of Excel 2007 by creating charts and tables and applying a theme to charts. Learn advanced formulas, sorting and filtering data as well as applying conditional formatting. Gain knowledge on how to name ranges, create templates and use 3D references to link workbooks and worksheets. Access to the Internet and email are required for this course. Prerequisite: Beginning Excel 2007 or comparable experience. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4039-344	CEC 222	Tue & Thu	9:00 am - 12:00 pm	Sept 22 - Oct 20	Jean Morgan	\$128
CAS-4039-345	H4 115	Sat	9:00 am - 4:00 pm	Oct 17 - Nov 7	Susan Knorr	\$128
CAS-4039-346	CEC 219	Tue	6:30 pm - 9:30 pm	Oct 27 - Dec 15	Susan Knorr	\$128
CAS-4039-347	H4 124	Mon & Wed	9:00 am - 12:00 pm	Nov 2 - Nov 30	TBA	\$128

PowerPoint 2007

You will learn to create, edit, save, run and print a presentation. Topics include creating and working with basic presentations, inserting graphics, applying design themes for a consistent look, using SmartArt to visually enhance text, apply animation and slide transition effects, customize background and bullets, insert a table, and create WordArt and SmartArt objects. Access to the Internet and email are required for this course. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class. (For online classes, you are required to have PowerPoint 2007 software available and you must contact the instructor by phone (336-454-1126 or 336-334-4822 ext. 4106) prior to the first day of the class.)

CAS-4113-355	Online	Mon	Online	Oct 26 - Dec 14	Bill Walters	\$128
CAS-4113-356	CEC 219	Mon & Wed	9:00 am - 12:00 pm	Sept 21 - Oct 19	Jean Morgan	\$128
CAS-4113-357	H4 115	Mon & Wed	6:30 pm - 9:30 pm	Oct 12 - Nov 4	Murrell Johnson	\$128

PowerPoint 2007 Intermediate (NEW)

You will continue to build on the knowledge gained from the beginning PowerPoint 2007 class. You will learn to enhance presentations with advanced table, chart and animation techniques. Learn to deliver customized presentations and share presentations by collaborating with others. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4116-358	CEC 219	Mon & Wed	9:00 am - 12:00 pm	Oct 26 - Nov 18	Jean Morgan	\$128
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Publisher 2007 (NEW)

In this course, you will work with Publisher 2007, a powerful publishing program. Topics covered include creating and editing text boxes, inserting and manipulating graphics, drawing objects, and creating e-mail publications. You will also learn to create Business Information Sets, use the Format Painter, create newsletters, use autoflow, create mail merges, creating and formatting tables and calendars, and creating web sites. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4057-339	H4 124	Tue & Thur	6:30 pm - 9:30 pm	Nov 3 - Dec 3	Sabrina Tatum	\$73
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Word 2007

New to Word 2007? Now's the perfect time to get up to speed! In this course, you will learn by exploring the new Word 2007 interface. Learn to format documents quickly and efficiently using styles, using Live Preview to view format changes on the fly, keeping frequently used text blocks readily available with Quick Parts, setting preferences so that Word works for you and collaborating with users of earlier versions of Word. Access to the Internet and email are required for this course. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4087-359	CEC 222	Tue	6:30 pm - 9:30 pm	Aug 25 - Oct 13	Shirley Lewis	\$128
CAS-4087-360	H4 124	Tue & Thu	9:00 am - 12:00 pm	Oct 1 - Oct 29	Murrell Johnson	\$128
CAS-4087-361	H4 115	Tue & Thu	6:30 pm - 9:30 pm	Oct 6 - Oct 29	Murrell Johnson	\$128
CAS-4087-362	CEC 222	Tue & Thu	9:00 am - 12:00 pm	Oct 22 - Nov 17	Jean Morgan	\$128

Word 2007 Intermediate

Learn to work with special document formats, columns and mail merge. Find out how to collect text and graphics and paste these into new and existing documents. You will learn the techniques necessary to insert SmartArt graphics, insert hyperlinks and save documents as web pages. Find out the secrets to creating and saving templates, working with styles as well as creating form letters and working in groups by learning to track changes. A textbook and MyITLab software is also required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4088-363	H4 124	Tue & Thu	9:00 am - 12:00 pm	Nov 10 - Dec 8	TBA	\$128
CAS-4088-364	CEC 222	Tue & Thu	9:00 am - 12:00 pm	Nov 19 - Dec 17	Jean Morgan	\$128

GRAPHICS

Introduction to Digital Imaging

This course is designed to provide a fundamental understanding of digital images including, image file types (jpeg, gif, bitmaps, etc.), the appropriateness of each file type as well as how to acquire these images using scanners, digital cameras and the Internet. You will learn elementary image manipulation using various software programs. You will also learn to insert images into various applications including Word, FrontPage and Publisher. No textbook required.

CAS-4002-323	CEC 219	Tue	1:00 pm - 4:00 pm	Aug 25 - Oct 20	Bill Walters	\$73
CAS-4002-324	H4 115	Wed	1:00 pm - 4:00 pm	Aug 26 - Oct 14	Bill Walters	\$73
CAS-4002-325	CEC 219	Wed	6:30 pm - 9:30 pm	Aug 26 - Oct 14	Barry Slate	\$73

ADOBE CS3 SOFTWARE

Adobe Contribute CS3

After a website has been designed and finalized, management and administration of the website begins. The need for updates and changes are continuous. Adobe Contribute allows non-technical users to make changes and updates to websites without having to learn a professional web development package. This course offers hands-on, real world learning. Learn to edit web content, change images, upload web pages and more. There is no prerequisite but a working knowledge of Windows is assumed. Textbook is required.

CAS-4081-365	H4 115	Thur	1:00 pm - 4:00 pm	Aug 27 - Oct 15	Bill Walters	\$73
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Adobe Dreamweaver CS3

Create full-featured web sites using DreamWeaver, a WYSIWYG HTML editor by Macromedia. You will learn to create standard web pages, online forms, Flash enabled buttons, CSS (Cascading Style Sheets), insert client-side JavaScript (using Behaviors), and how to extend DreamWeaver by using extensions. In each lesson, you will build a page emphasizing the skills learned through real-world web site construction. This class assumes little or no knowledge of HTML or web design. Programming instruction in ASP, JSP, Perl, CF, or PHP is not included. Prerequisite: A thorough understanding of Windows Explorer (copying, cutting, pasting, deleting, and renaming files), excellent mouse and keyboarding skills, and basic Windows operation. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4059-366	CEC 219	Mon	6:30 pm - 9:30 pm	Aug 24 - Oct 19	Sabrina Tatum	\$73
CAS-4059-367	CEC 219	Tue	9:00 am - 12:00 pm	Aug 25 - Oct 20	Barry Slate	\$73
CAS-4059-368	NCFE 116	Mon & Wed	6:30 pm - 9:30 pm	Oct 14 - Nov 19	Douglas Witherspoon	\$73
CAS-4059-369	NCFE 116	Tue & Thur	9:00 am - 12:00 pm	Oct 20 - Nov 12	Ayal Eckstien	\$73

Adobe Dreamweaver CS3 Intermediate

You will learn advanced tag information including using the Head tag. Topics covered will include cascading style sheets, forms and libraries. You will also learn advanced techniques using rollovers, image behaviors, layers and the development and use of time lines. Browser compatibility will also be discussed. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4160-370	CEC 219	Mon	6:30 pm - 9:30 pm	Oct 26 - Dec 14	Sabrina Tatum	\$73
CAS-4160-371	CEC 219	Tue	9:00 am - 12:00 pm	Oct 27 - Dec 15	Barry Slate	\$73

Adobe Flash CS3

In this course, you will learn to use the major features of Flash. Topics covered include Flash basics, adding graphics and text, using symbols and libraries and creating animations. You will learn to add basic interactivity and use sound and video. Prerequisite: A working knowledge of Windows. Although useful, but not required, an understanding of web development and web content. Textbook is suggested but not required. If purchasing, you must do so from the campus bookstore where the course will be taught PRIOR to class.

CAS-4021A-372	CEC 219	Fri	9:00 am - 4:00 pm	Nov 6 - Dec 4	CES Graphic Media	\$73
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ADOBE CS3 SOFTWARE (CONT.)

Adobe Illustrator CS3

Create and produce computer-aided illustrations by learning the fundamental concepts and features you will need to begin mastering Adobe Illustrator CS3. You will learn skills to create illustrations for print, multimedia, and online graphics. Elements of basic drawing will also be taught. Textbook required and must be purchased from the East Wendover Campus bookstore. Prerequisite: Introduction to Computers or comparable experience.

CAS-4065-374	NCFE 116	Tue & Thur	6:00 pm - 9:00 pm	Sept 10 - Oct 6	Ayal Eckstein	\$73
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Adobe InDesign CS3

Join the growing ranks of creative professionals discovering new levels of creative freedom and productivity using Adobe® InDesign® CS3 software. Tightly integrated with the Adobe applications you use most, InDesign CS3 delivers faster production workflows and a more fluid creative environment for designing professional layouts with sophisticated graphics and typography. Textbook required and must be purchased from the East Wendover Campus bookstore only PRIOR to class.

CAS-4011A-377	CEC 219	Fri	9:00 am - 4:00 pm	Oct 2 - Oct 23	CES Graphics Media	\$73
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Adobe Photoshop CS3

This course is designed as an introduction to photographic enhancement techniques and terminology using Photoshop. Topics covered include an overview of the workspace including a discussion of the tools and views. You will learn to modify images, create and edit various image types. You will learn to use layers, selection tools, and image manipulation tools. You should have Introduction to Digital Imaging or equivalent knowledge and experience. Textbook is suggested but not required. If purchasing, you must do so from the campus bookstore where the course will be taught PRIOR to class.

CAS-4125-330	CEC 219	Thur	9:00 am - 12:00 pm	Aug 27 - Oct 15	Barry Slate	\$73
CAS-4125-331	CEC 219	Thur	6:30 pm - 9:30 pm	Aug 27 - Oct 15	Marty Hedrick	\$73
CAS-4125-332	NCFE 116	Sat	9:00 am - 4:00 pm	Oct 3 - Oct 24	Clay Howard	\$73
CAS-4125-333	NCFE 116	Tue & Thur	6:00 pm - 9:00 pm	Oct 15 - Nov 10	Eckstein/Howard	\$73

Adobe Photoshop CS3 Intermediate

This course is designed as a continuation of Photoshop. You will learn to work with Type including Type Layers, Text Boxes, and Type Palettes. Other topics include Blending, Paths and Filters. Printing and publishing are also discussed. An introduction to web design and the Save for Web command are covered. Prerequisite – Photoshop Introduction or equivalent knowledge. Textbook is suggested but not required. If purchasing, you must do so from the campus bookstore where the course will be taught PRIOR to class.

CAS-4125A-334	CEC 219	Thur	9:00 am - 12:00 pm	Oct 22 - Dec 17	Barry Slate	\$73
CAS-4125A-335	CEC 219	Thur	6:30 pm - 9:30 pm	Oct 22 - Dec 17	Marty Hedrick	\$73

Photoshop Elements 6.0

This course walks you through the process of importing your photos into Adobe Photoshop Elements 6.0 and then organizing your digital photo collection so pictures are easy to find. Through step-by-step exercises, you will work with the program's tools and features. Using Elements, you will learn to: improve the look of your photographs; fix problems, such as red eye and over- and under-exposures; and optimize digital photo printing. No previous experience with Photoshop® Elements is necessary. You should be familiar with basic Windows features and techniques. Textbook is suggested but not required. If purchasing, you must do so from the campus bookstore where the course will be taught PRIOR to class.

CAS-4126A-326	H4 115	Wed	1:00 pm - 4:00 pm	Oct 21 - Dec 16	Bill Walters	\$73
CAS-4126A-327	CEC 219	Wed	6:30 pm - 9:30 pm	Oct 21 - Dec 16	Barry Slate	\$73
CAS-4126A-328	CEC 219	Tue	1:00 pm - 4:00 pm	Oct 27 - Dec 15	Bill Walters	\$73

Photoshop Elements 6.0 Intermediate (NEW)

Take your Photoshop Elements 6.0 skills to the next level! Learn to work with advanced features of the Organizer, learn to work with selection tools, layers, special techniques for enhancing photographs and methods and techniques to create and share photos. (No textbook is required).

CAS-4124A-329	H4 115	Mon	1:00 pm - 4:00 pm	Sept 14 - Nov 9	Bill Walters	\$73
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MACINTOSH

Macintosh OS X (Leopard)

This course will introduce you to many of the new features and changes that are present in OS X Leopard. Learn about Sherlock 3, iChat, iPhoto, iMovie; discover how easy it is to organize your files and find exactly what your looking for. You will leave the class ready to go out and explore OS X on your own. Textbook required and must be purchased from the Greensboro Campus bookstore prior to class. Prerequisite: Introduction to Computers Using OS X or comparable experience.

CAS-4030A-302 NCFE 114 Mon & Wed 2:00 pm - 5:00 pm Sept 14 - Oct 7 Todd Womble \$73

Macintosh iPhoto: Organizing and Editing Digital Photos

Learn how to use iPhoto and other applications that you already have on your Mac for organizing and editing your digital photos. You will be taught how to use iPhoto in detail to categorize and organize all types of graphics. In addition, students will be taught basic photo manipulation in order to make the best of your photographs. Textbook required and must be purchased from the Greensboro Campus bookstore prior to class.

CAS-4118-303 NCFE 114 Tue & Thur 2:00 pm - 5:00 pm Oct 6 - Oct 2 Todd Womble \$73

Macintosh Introduction to the Internet Using Leopard

This is designed for the new Max OS X Leopard Internet users. You will be introduced to various navigational tools and services of the Internet. Topics include: using Apple Safari, Microsoft Internet Explorer, Sherlock, search engines, email chat and other related topics. Prerequisite: Macintosh OS X Leopard or comparable experience. Textbook is required and must be purchased from the East Wendover Campus bookstore PRIOR to class.

CAS-4109A-304 NCFE 114 Mon & Wed 2:00 pm - 5:00 pm Oct 26 - Nov 11 Todd Womble \$73

FINANCIAL APPLICATIONS

QuickBooks Pro 2006

More accountants recommend this accounting package than any other, in part because you can customize it for your business. Learn about time billing and how to track assets, liabilities, equity, loans and more. This software speeds bill paying and invoicing, tracks accounts receivable, automatically calculates earnings and deductions for payroll, and tracks checking accounts, inventory and purchase orders. Textbook and disk are optional but can only be purchased from the East Wendover Campus bookstore. Prerequisite: Introduction to Computers or Windows courses or comparable experience.

CAS-4054-375 NCFE 116 Mon & Wed 6:00 pm - 9:00 pm Sept 14 - Oct 7 Janet Smith \$73
CAS-4054-376 NCFE 116 Fri 9:00 am - 4:00 pm Oct 9 - Oct 30 TBA \$73

WEB DEVELOPMENT

Microsoft Expression Web 2 (NEW)

Expression Web makes it possible for you to design websites that are highly interactive and dynamic. In this course, you will learn to create a fluid designed website and add dynamic features to make it engaging to your users. This course is designed for student who want to gain a fundamental competency in using Expression Web for designing web pages and adding content and simple functionalities into them, and who need the skills to use Expression Web to design a website with enhanced functionality and usability. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4084-322 H4 115 Thur 9:00 am - 12:00 pm Oct 22 - Dec 17 Bill Walters \$73

Microsoft FrontPage 2003

Learn how FrontPage 2003 makes it easy to create professional web sites without having to learn HTML. You will learn to format text, insert graphics and clipart, generate hyperlinks and bookmarks. You will also learn to create tables, image maps, shared borders and more. Use FrontPage's built-in templates and wizards to jump-start your web development project. Learn to import web sites for editing and learn to publish your web site to a web host. A basic understanding of the Windows operating system and file management is assumed in this course. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CAS-4077-373 H4 115 Thur 1:00 pm - 4:00 pm Oct 22 - Dec 17 Bill Walters \$73

PC TROUBLESHOOTING & REPAIR

PC Troubleshooting and Repair Level I

You will learn to diagnose, identify, and repair failing components of personal computers. You will also learn to identify areas of potential upgrades. Topics covered include diagnostic techniques for identifying hardware and software related problems, problem resolution and repair. You will learn the techniques used in determining if and when updates and upgrades are appropriate. This is a hands-on class with an emphasis on the actual diagnoses and repair of personal computers. No textbook required.

ELN-3006-301	AT 117	Wed	6:00 pm - 9:00 pm	Oct 21 - Dec 16	Paula Sieber	\$73
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PC Troubleshooting and Repair Level II

Continuing to build on PC Troubleshooting and Repair I, this course is designed to teach you common error messages, their meaning and the appropriate course of action. System analysis, isolation, and problem determination procedures as well as diagnosis of common faults are examined and error codes are explained. External devices and peripherals will be examined. The necessary device drivers will be located and installed. Common business computer applications will be installed and configured. An overview of networking components, protocols, and operating systems will be discussed and demonstrated. PC Troubleshooting Level I or comparable experience is a prerequisite for the class. No textbook required.

ELN-3006A-302	H4 126	Tue	6:30 pm - 9:30 pm	Aug 25 - Oct 13	Bill Walters	\$73
ELN-3006A-303	H4 126	Wed	9:00 am - 12:00 pm	Aug 26 - Oct 14	Bill Walters	\$73

PC Troubleshooting and Repair Level III

Through "hands-on" labs, you will install both wired and wireless network interface card and set up their own working computer networks. Both wired and wireless networks will be designed and built. By the end of the course, you will be comfortable with establishing your own computer network, designed to share files, printers and Internet access in a home or office. Instruction and guidance will be provided on design and needed components for the computer network you want to build! No textbook required.

ELN-3006B-304	AT 117	Wed	6:00 pm - 9:00 pm	Aug 26 - Oct 14	Paula Sieber	\$73
ELN-3006B-305	H4 126	Tue	6:30 pm - 9:30 pm	Oct 20 - Dec 15	Bill Walters	\$73
ELN-3006B-306	H4 126	Wed	9:00 am - 12:00 pm	Oct 21 - Dec 16	Bill Walters	\$73

PROGRAMMING

Visual Basic.NET (NEW)

This course will give you an introduction to the VB.NET language. You'll cover the basics of the language that include such areas as object-oriented programming. This course will provide you with enough of a basis so you'll be ready to tackle a variety of scenarios that may come up in your development work. With VB.NET you'll be able to build a variety of applications including Windows applications, web applications, web services, console applications, and more. All of these types of applications are available to VB.NET thanks to the fact that it creates applications to run on the .net framework. Textbook is required and must be purchased from the campus bookstore where the course will be taught PRIOR to class.

CSC-4105-301	CEC222	Thur	6:30 pm - 9:30 pm	Aug 27 - Oct 15	Susan Knorr	\$73
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Visual Basic.NET Intermediate (NEW)

Designed to build on the skills learned in the Visual Basic.NET class, you will gain an understanding of the different types and uses of Arrays, Creating and using Sequential Files, learn to work with Objects and Controls as well as Database Management and Object-Oriented Programming. (Same text as Visual Basic.NET)

CSC-4106-302	CEC222	Thur	6:30 pm - 9:30 pm	Oct 22 - Dec 17	Susan Knorr	\$73
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MACINTOSH TECHNOLOGY WORKSHOPS (SELF SUPPORTING)

Introduction to Macintosh OS X - Leopard

This workshop is for the beginning Macintosh user who needs to understand how a computer works, the most commonly used computer terms, how to operate a mouse and the Mac operating system. You will learn how to manage your desktop, arrange and locate data folders and files, add new software and more. Textbook required. This is a prerequisite for Macintosh OS X. Self-Supporting.

CPX-7054-301 NCFE 114 Wed 1:00 pm - 5:00 pm Sept 9 Todd Womble \$30

PC TECHNOLOGY WORKSHOP (SELF SUPPORTING)

Adobe Contribute CS3 Workshop

Do you need to update your website? Want to add or change photographs or graphics? Has your company added services or a new location that needs to be added to your website? Adobe Contribute teaches you how to make these changes without having to learn a professional web development software package! This two-day workshop teaches you how make changes to your website, upload these changes and even create new web pages without the time and expense of learning a professional program. This workshop emphasizes hands on training with live web servers and real web content. An electronic workshop guide is furnished. This workshop is self-supporting. (2 day workshop)

CPX-7011-329 H4 115 Fri 9:00 am - 4:00 pm Dec 11 & 18 Bill Walters \$99

Adobe InDesign CS3 Part 1

Adobe InDesign is a robust, easy to use, design and layout program. You will identify and use InDesign environment elements and navigate through an InDesign document. You will learn to set preferences including units of measurements, toolbox, palettes and zoom. Also covered are layers, text frames and graphic frames. Learn to create and modify text and graphic frames; and import text and images from other applications. Self-supporting.

CPX-7036-334 NCFE 116 Fri 9:00 am - 4:00 pm Aug 21 CES Graphic Media \$54

Adobe InDesign CS3 Part 2

As a continuation of the first workshop in InDesign, you will learn to work with Tables and Tabs. Also discussed are Text Appearance and Flow including kerning, leading, tracking and threading. Both character and paragraph styles are discussed. You will learn to work with Graphics and Layers. Also included is coverage of Master Pages and Books. Self-supporting.

CPX-7030-335 NCFE 116 Fri 9:00 am - 4:00 pm Aug 28 CES Graphic Media \$54

Adobe Photoshop Elements 6.0 Workshop

Photoshop Elements 6.0 is one of the most powerful, yet simple to use image editing software programs. This workshop teaches you how to correct exposures, adjust colors, repair and transform photos. No prior experience with imaging is required; however, a working knowledge of Windows is expected. Handouts and exercise files will be provided. Self-supporting.

CPX-7034-325 H4 115 Fri 9:00 am - 4:00 pm Oct 30 Bill Walters \$54

Access 2003 Workshop

This six-hour class is designed to introduce you to the basic features of databases and Microsoft Access. You will learn the basics of creating tables, using forms to enter data, and queries to filter data. You will also learn to create, modify, and enhance reports. A training manual is included. Self-supporting.

CPX-7001-316 H4 115 Fri 9:00 am - 4:00 pm Nov 20 Bill Walters \$54

Access 2003 Intermediate Workshop

Designed to address the needs of students who have a basic understanding of Access but want to learn more about creating relationships between tables, learn to query on multiple tables, and gain an understanding of the types of joins (inner, outer, equi joins) supported by Access will need this workshop. You will learn to split tables to normalize data and will learn to build forms and sub forms. Also covered are importing text files and importing and attaching Excel files. A training manual is included. Self-supporting.

CPX-7003-317 H4 115 Fri 9:00 am - 4:00 pm Dec 4 Bill Walters \$54

Access 2007 Workshop

Learn to basic operations of the Microsoft Access 2007 database program. This course is design to teach the features and functionality of Access 2007. In this class, you will learn to create and populate tables, create forms and queries as well designing reports. A workshop guide is furnished. This workshop is self-supporting.

CPX-7001-318 H4 115 Fri 9:00 am - 4:00 pm Oct 2 Bill Walters \$54

PC TECHNOLOGY WORKSHOP (SELF SUPPORTING)

Excel 2007 Workshop

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. Following an overview of the program environment and a glimpse of the power of Excel, you will learn how to enter and format data (both text and values), how to move and copy data, how to create formulas and functions to calculate data, and how to specify a formula reference as relative or absolute depending on how you need to use the formula in the worksheet. You will also learn how to format and print spreadsheets. A training manual is provided. Self-supporting.

CPX-7013-323	CEC 219	Sat	9:00 am - 4:00 pm	Sept 12	Ruby Kilgo	\$54
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Excel 2007 Intermediate Workshop

Building on the skills learned in the Excel 2007 Basics workshop, this workshop teaches advanced formulas, sorting, filtering, applying conditional formatting as well as charting and graphing. Learn to create PivotTables and PivotCharts. A workshop guide is furnished. This workshop is self-supporting.

CPX-7015-324	CEC 219	Sat	9:00 am - 4:00 pm	Sept 26	Ruby Kilgo	\$54
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Excel 2003 Workshop

This workshop is designed to teach you how to create basic worksheets by entering text and values, working with cells and cell data. Use a variety of moving and copying techniques, and perform calculations on data by using formulas, including functions. You will learn to change the appearance of worksheet data by using formatting techniques. Work with multiple worksheets by formatting, repositioning, copying, moving, and adding and deleting worksheets within a workbook. Charts and graphs are also discussed. A training manual is provided. Self-supporting.

CPX-7013-319	CEC 222	Fri	9:00 am - 4:00 pm	Sept 4	Paula Sieber	\$54
CPC-7013-320	CEC 219	Sat	9:00 am - 4:00 pm	Nov 7	Ruby Kilgo	\$54

Excel 2003 Intermediate Workshop

Designed to build on the information provided in the Excel workshop, you will learn to use the database abilities of Excel including Sorting and Filtering. Advanced formula creation, conditional formatting and data validation rules are also discussed. You will learn to add graphic objects, add borders, align text, center over selections and freeze titles and split screens. A beginning Excel course or equivalent knowledge is expected. A training manual is provided. Self-supporting.

CPX-7015-321	CEC 222	Fri	9:00 am - 4:00 pm	Sept 18	Paula Sieber	\$54
CPX-7015-322	CEC 219	Sat	9:00 am - 4:00 pm	Nov 21	Ruby Kilgo	\$54

PowerPoint 2003 Workshop

You will learn to create basic presentations using PowerPoint. You will learn to create, modify, enhance and format slides using templates, color schemes and backgrounds. You are taught to insert, place, and modify clip art, drawn objects and textboxes. A variety of transitions and animations are presented. Printing is also discussed. A training manual is provided. Self-supporting.

CPX-7045-326	H4 115	Fri	9:00 am - 4:00 pm	Oct 16	Bill Walters	\$54
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PowerPoint 2007 Workshop

Learn to create dynamic presentations using PowerPoint 2007! Whether you are new to PowerPoint or upgrading from a previous version, you will learn what PowerPoint can do for you. Learn to create presentations from start to finish. Learn to use templates, insert graphics and create tables and charts. Enhance your presentation with transitions and animations. Watch your presentations come to life by running the slideshow on your own computer. A workshop guide is furnished. This workshop is self-supporting.

CPX-7045-327	H4 115	Fri	9:00 am - 4:00 pm	Sept 4	Bill Walters	\$54
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PowerPoint 2007 Intermediate Workshop (NEW)

Learn to import Word outlines, Excel charts and slides from other PowerPoint presentations. In addition, you will gain an understanding of headers and footers, Master Slides and templates. Learn new, exciting features added to PowerPoint 2007 (advanced animation techniques, SmartArt graphics and more). A training manual is provided. Self-supporting.

CPX-7047-328	H4 115	Fri	9:00 am - 4:00 pm	Nov 6	Bill Walters	\$54
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PC TECHNOLOGY WORKSHOP (SELF SUPPORTING) (CONT.)

Project 2007 Level 1 Workshop (NEW)

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans. You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. Self-supporting.

CPX-7028-336 NCFE 116 Fri 9:00 am - 4:00 pm Sept 18 Bill Walters \$54

Project 2007 Level II Workshop (NEW)

Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase. Self-supporting.

CPX-7029-337 NCFE 116 Fri 9:00 am - 4:00 pm Sept 25 Bill Walters \$54

Word 2003 Workshop

This workshop exposes you to the basic topics of the word processing environment. You will learn to create, save, edit and print a variety of documents, including letters, memos and reports. You will learn to format fonts, paragraphs and pages. You will learn to move, copy and delete sentences, paragraphs and pages. Global find and replace features are also discussed. A training manual is provided. Self-supporting.

CPX-7053-330 CEC 222 Fri 9:00 am - 4:00 pm Oct 2 Paula Sieber \$54

Word 2003 Intermediate Workshop

Building on the basic skills learned in Word basics, this course teaches you to use outlines and templates, how to work with fonts and paragraph styles, and how to produce professional looking documents using the built-features of Word. You will learn to change line spacing, page breaks, page orientation, margins, and headers and footers. Mail merge using letters, envelopes and mailing labels is also explained. A training manual is provided. Self-supporting.

CPX-7055-331 CEC 222 Fri 9:00 am - 4:00 pm Oct 16 Paula Sieber \$54

Word 2007 Workshop

In this 1-day course, you will learn the essentials of document processing in Microsoft Office Word 2007. You will learn how to create and format basic documents as well as multiple page reports. You will learn how to create and format text using a variety of features. You will learn how create columnar text using tabs and how to emphasize text blocks by adding borders and shading. You will also learn how to work with the page layout features of margins, page breaks, and page numbers. You will learn how to use the various document views, how to print, move and copy text, and copy text formats. You will also learn how to create bulleted and numbered lists, and how to spell check documents. A training manual is provided. Self-supporting

CPX-7053-332 CEC 219 Sat 9:00 am - 4:00 pm Oct 10 Ruby Kilgo \$54

Word 2007 Intermediate Workshop

Microsoft Word 2007 Intermediate extends the learner's basic skills and knowledge of Microsoft Word 2007 and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes. Quick Parts, AutoCorrect, clip art and graphics are also introduced. A workshop guide is furnished. This workshop is self-supporting.

CPX-7055-333 CEC 219 Sat 9:00 am - 4:00 pm Oct 24 Ruby Kilgo \$54

Professional IT Certifications

What Sets Us Apart:

* Instructor led** Small class sizes* Well equipped labs*

* Personal attention*

* Comprehensive: theory, hands-on, real world simulations, exam prep*

CONTACT INFORMATION: Cindy Kane, 334-4822 extension 2919 or email: clkane@gtcc.edu



A+ CERTIFIED COMPUTER TECHNICIAN PROGRAM

The intent of the CompTIA A+ Certification is to measure individuals in a body of knowledge that is identified and accepted as the baseline or foundation of an entry-level IT professional or service technician.

Those holding the A+ certification have a broad base of knowledge and competency in installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware, operating systems, and networking. Our Program includes coverage of the new topics such as security, safety, environmental issues, communication, and professionalism that have been added to the 2006 CompTIA exam objectives.

A+ Recommended Track

Required Courses

- 1: PC Hardware and Operating Systems: Components, Installation, Maintenance, and Upgrading**
- 2: PC Networking, Security, Safety & Environmental Issues, and Customer Service
(Pre-requisite: Course #1)**

A+ CERTIFIED COMPUTER TECHNICIAN PROGRAM (CONT.)

1: PC Hardware and Operating Systems: Components, Installation, Maintenance, and Upgrading

This course provides the framework for understanding how a computer works from the inside out. Topics include a detailed look at hardware components, hardware installation, upgrading, maintenance, Printers, Scanners, Portable Computers (Laptop/PDA), and troubleshooting tools and techniques. Students are provided hands-on opportunities to installing and troubleshooting hardware.

This course also covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting, and troubleshooting the different Windows operating systems. The course takes a hands-on approach to learning the steps to installing, troubleshooting and supporting the most common operating systems in use on the personal computer.

This course prepares A+ certification candidates for the CompTIA A+ Essentials and 220-602 PC Technician exams. Prerequisite: None. Text may be purchased at the High Point Bookstore. Toolkit and Multi-meter purchased separately.

49 hrs. \$1100.00

Course Code: SEF-3001-600
Location: High Point H4 Rm 117
Instructor: Ali Aidroos

Mon. & Wed. 09/09/09-10/19/09 6:30 p.m. -10:00 p.m.
Saturday 10/10/09 8:30a.m. - 4:30 p.m.

2: PC Networking, Security, Safety & Environmental Issues, and Customer Service

This course covers a wide range of material about Local and Wide Area Networks. Topics include network technologies, hardware, protocols, cabling, routing and inter-network connectivity, resource sharing, security, and diagnostic tools & utilities for both wired and wireless networks. The course takes a hands-on approach to learning the steps To installing, troubleshooting and supporting the most common network operating systems and equipment in use for personal computers. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to networking, security, safety and customer relations, making it a practical preparation for the real world. This course prepares A+ certification candidates for the CompTIA A+ Essentials and 220-602 PC Technician exams. Prerequisite: Course 1

42 hrs. \$950.00

Course Code: SEF-3001-601
Location: High Point H4 Rm 117
Instructor: Ali Aidroos

Mon. & Wed 11/09/09-12/07/09 6:30 p.m. - 10:00 p.m.
Saturday 11/21/09 & 12/05/09 8:30a.m. - 4:30 p.m.
(No Class November 25, 2009)



WINDOWS 2003 MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR

The Microsoft Certified Systems Administrator (MCSA) credential offers IT professionals a competitive edge in today's constantly changing business environment. This Microsoft credential validates the specific skills required for network and systems administrator roles. The certification provides employers with a means to identify those individuals who have the appropriate skills to do the job successfully. MCSA candidates are required to pass three core exams and one elective. All four courses map to the MCSE course of study. Three additional required courses for MCSE designation will be offered in Spring 2007.

Windows 2003 MCSA Recommended Track

Core

2285: Installing, Configuring and Administering Microsoft Windows XP Professional

2273: Managing a Microsoft Window Server 2003 Network Environment

2276/2277: Implementing, Managing and Maintaining a Microsoft Windows Server 2003

Electives

2823: Implementing and Administering Security in a Microsoft Windows Server 2003

2285: Installing, Configuring and Administering Microsoft Windows XP Professional

This instructor-led course provides students with the knowledge and skills that are needed to manage Microsoft Windows® XP Professional computers in a Microsoft Windows Server™ 2003 environment. This course will satisfy the requisite information that is needed to help students prepare for the following Microsoft Certified Exam: 70-270. Textbook included.

14 hrs.

\$576

Course Code: SEF- 3001-602

Location: High Point H4 Rm 117

Instructor: Paula Sieber

Tues.&Thurs 09/08/09-09/12/09 6:30 p.m. – 10:00 p.m.
Sat. 09/12/09

WINDOWS 2003 MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR (CONT.)

2273: Managing a Microsoft Windows Server 2003 Network Environment

This course provides students with the knowledge and skills to manage accounts and resources in a MS Windows Server 2003 environment. It is intended for those systems administrators and systems engineers who are responsible for managing accounts and resources. This course will help the student prepare for the following Microsoft Certified exam: 70-290. Textbook included.

35 hrs \$1426
Course Code: SEF- 3001-603
Location: High Point H4 Rm 117
Instructor: David Cohen

Tues.&Thurs. 09/15/09-10/08/09 6:30 p.m. – 10:00 p.m.
Sat. 09/26/09 8:30 a.m. - 4:30 p.m.

2276/2277: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure

This instructor-led course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server™ 2003 network infrastructure. The course is intended for systems administrators and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include: implementing routing, implementing managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course will help the student prepare for the following Microsoft Certified exam: 70-291. Textbook included.

49 hrs. \$1996
Course Code: SEF-3001-604
Location: High Point H4 Rm 117
Instructor: David Cohen

Tues.&Thurs. 10/13/09-11/12/09 6:30 p.m. – 10:00 p.m.
Sat. 10/24/09 & 11/07/09 8:30 a.m. - 4:30 p.m.

WINDOWS 2003 MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR (CONT.)

2823: Implementing and Administering Security in a Microsoft Windows Server 2003

This course addresses the MCSA and MCSE skills path for IT Pro security practitioners, specifically addressing the training needs of those preparing for the 70-299 certification exam. The primary product will focus on MS Windows Server 2003 based infrastructure solutions but will include some client focused content where appropriate. The learning product is to provide functional skills in planning and implementing infrastructure security. This course will help the student prepare for the following Microsoft Certified exam: 70-299. This course is also a required core course for the attainment of MCSE. Textbook included.

35 hrs. \$1426
 Course Code: SEF- 3001-605
 Location: High Point H4 Rm 117
 Instructor: David Cohen

Tues.&Thurs. 11/17/09-12/19/09 6:30 p.m. – 10:00 p.m.
 Sat. 12/19/09 8:30 a.m – 4:30 p.m.
 (No Class November 24 & November 26, 2009)

MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN

The Microsoft Certified Desktop Support Technician (MCDST) certification helps you start your IT career by ensuring that you have the skills you need to successfully troubleshoot desktop environments that run on the Windows operating system.

MCDST candidates are required to pass two core exams.

The MCDST credential will not retire with the release of Windows Vista certifications; it will continue to be supported by Microsoft and valued by employers and decision makers who use Microsoft Windows XP.

MCDST Recommended Track

Exam 70-271: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System

Exam 70-272: Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System

MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN (CONT.)

2261C: Supporting Users Running the Microsoft Windows XP Operating System

This course provides students with the knowledge and skills to troubleshoot and escalate or repair problems with Windows desktop operating systems by reacting to incident requests from end users. This course will provide the basic knowledge of system architecture and security needed to provide the students with the requisite skills required to support end users and adhere to ITIL/MOF foundational operations. Textbook included.

21 hrs.

\$866

Course Code: SEF- 3001-606
 Location: High Point H4 Rm 117
 Instructor: Paula Sieber

Monday-Wednesday 11/09/09-11/11/09 8:30 a.m.-4:30 p.m.

Course 2262: Supporting Users Running Applications on Microsoft Windows XP -

In this course, you will learn to support users running applications on the Microsoft® Windows® XP operating system. You'll learn about the job duties of the Desktop Support Technician (DST), and you'll resolve a variety of common desktop operating system issues, including issues related to various applications running on Windows operating systems.

14 hrs.

\$576

Course Code: SEF- 3001-607
 Location: High Point H4 Rm 117
 Instructor: Paula Sieber

Thursday-Friday 11/12/09-11/13/09 8:30 a.m. – 4:30 p.m.

CIW ASSOCIATE (NEW)

CIW Associates have mastered the fundamental knowledge and skills required to work in an Internet technology-enabled environment. These foundational skills include basic knowledge of Internet technologies such as Web browsers, FTP and e-mail; Web page authoring using Extensible Hypertext Markup Language (XHTML); infrastructure networking, and project management.

CIW Associate certification is valuable for individuals working in fields such as sales, business development, advertising, technical recruiting and other areas that depend on Web-enabled systems for productivity. Job roles of those pursuing this certification typically include: web developer, web programmer, Internet site designer, or an Internet systems administrator.

CIW Associate is an entry level, vendor-neutral title endorsed by the Association of Internet Professionals (AIP) and the International Webmasters Association (IWA). To become a CIW Associate, the candidate must pass one required CIW exam AND complete the CIW Certification Agreement by logging in to the CIW Candidate Information Center. CIW Associate certification is also required to qualify for all CIW Professional and Master CIW certifications.

CIWv5 Foundations Series

Prerequisites: No prior experience. However, students should be familiar with an operating system such as Microsoft Windows XP before taking this course.

Prepare for: CIW v5 Foundations (exam 1D0-510)

Text may be purchased at the High Point Bookstore.

Internet Business Foundations

Internet Business Foundations prepares students to work effectively in today's business environment. In this course, students will learn about the tasks involved in various Information Technology (IT) job roles. Students will also learn about Internet connection methods, Internet protocols and the Domain Name System (DNS). Students will study the basic functions of Web browsers, the components of Web addresses and the use and control of cookies. Students will learn how plug-ins can improve their Web browsing experience, and Students will use browsers to download and manage files.

Students will learn about databases as they relate to Web search engines, and Students will use search engines to conduct basic and advanced Web searches. This course also teaches Students to configure email clients and use e-mail, and it provides guidelines for communicating effectively over the Internet via e-mail and other methods such as instant messaging and newsgroups.

CIW ASSOCIATE (CONT.)

Students will learn about the risks associated with being connected to the Internet, and about the security measures that can keep their system and their personal information secure. Finally, Students will study the fundamental elements of project management and the importance of acquiring these skills for all IT job roles.

16 hrs.		\$675
Course Code:	SEF- 3001-608	
Location:	High Point H4 Rm 117	
Instructor:	Paula Sieber	
Saturdays	09/19/09 & 10/03/09	8:00 a.m. – 5:00 p.m

Site Development Foundations

Site Development Foundations teaches students essential Web page development skills. Students will learn to develop Web sites using Hypertext Markup Language (HTML) and Extensible HTML (XHTML). Students will learn to write code manually, as well as use graphical user interface (GUI) authoring tools. Students will also learn to insert images, create hyperlinks, and add tables, forms and frames to their Web pages.

In addition to learning about XHTML and HTML coding, Students will learn about CGI and use it to connect Web pages to databases. Other topics include validating their XHTML code, recognizing the importance of marketing, and implementing fundamental design concepts. Throughout the course, Students will learn how Web sites are developed as managed projects. Students will also identify ecommerce solutions and relate Web site development to business goals.

Site Development Foundations provides an introduction to tasks, job roles and careers in Web development. This course will teach students to work as a productive part of a Web site development team. Hands-on labs include real-world scenarios based on the Habitat for Humanity site (www.habitat.org).

16 hrs.		\$675
Course Code:	SEF- 3001-609	
Location:	High Point H4 Rm 117	
Instructor:	Paula Sieber	
Saturdays	10/17/09 & 10/31/09	8:00 a.m. – 5:00 p.m.

Network Technology Foundations

Network Technology Foundations teaches essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking and network troubleshooting. Students will learn to use various network components and protocols that enable users to share data quickly and easily. Students will explore the different types of transmission media, and will learn how network architecture and topologies provide for efficient and secure communication. In addition, students will learn about the OSI reference model and its relationship to packet creation, and students will compare and contrast the OSI model with the Internet architecture model

CIW ASSOCIATE (CONT.)

Students will study the functions and features of internetworking server types, and will achieve competency in performing basic hardware and operating system maintenance procedures. In addition, students will learn about the importance of RFCs and where to locate the most recent RFC documents. Students will also learn about the importance of routing, and will explore IP addressing, IP address classes and subnet masks. This course will also teach students essential network security concepts, including authentication, encryption and firewalls. Finally, students will explore career opportunities in the IT industry, and will discuss effective ways of communicating technical information.

8 hrs.

\$335

Course Code: SEF- 3001-610

Location: High Point H4 Rm 117

Instructor: Paula Sieber

Saturday

11/14/09

8:00 a.m. – 5:00 p.m.

*******NEW*********CERTIFICATION BOOT CAMPS**

for

*Corporate Customers
A+, Net+, Sec+**Please contact Mike Hartman
334-4822 Extension 2918
mlhartman@gtcc.edu*

REGISTRATION FORM - TO SHARE WITH A FRIEND

GTCC Registration Form For Continuing Education Courses Only (Non Credit)					CONTINUING EDUCATION OFFICE USE ONLY Date Entered: _____ By: _____	
Term of Registration: Fall Spring Summer						
Social Security Number		Name (print) Last			First	Middle Initial
Route, Street Name, or Box Number		City	State	Zip Code	County/Residence	
Phone/Home	Phone/Business	Sex F M	Employment Status:			
Are you 65 or older? Yes No		Birth Date	Full-Time	Part-Time	Unemployed/Retired	
		Race: White	Black	American Indian		
		Asian/Pacific Islander	Hispanic			
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED 13 14 15 16 17						
PLEASE CHECK ONE: I certify that I am at least 18 years old and not enrolled in public school ____ or I am under 18 and have provided a Minor Release Form to the Continuing Education Registration Office. ____ _____ Date _____						
For Defensive Driving Classes Only:		You may also mail this form with your check or money order Payable to: GTCC, P.O. Box 309, Drawer C, Jamestown, NC 27282. If paying by credit card complete information below. GTCC does not notify students unless a class is cancelled. Please call phone number listed for additional information.			Finance Office Use Only	
Driver's License Number: _____ State: _____						
Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Account # _____		Expiration Date: _____				
Signature: _____						
Course Code	Course Title	Day(s)	Time	Location	Reg. Fee	

REGISTERING FOR CLASSES

Fill out the registration form and mail it in with payment to:

GTCC
 CONED Registration
 PO Box 309, Drawer C
 Jamestown, NC 27282

or, If you'd prefer, you may take the registration to your nearest campus location.



GTCC

GREENSBORO | HIGH POINT | JAMESTOWN

Guilford Technical Community College

Fall 2009
Continuing Education
Computer Classes

For more information contact

Greensboro (336) 334.4822

High Point (336) 454.1126

Bill Walters

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wewalters@gtcc.edu

DarLinda Finch

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dkfinch@gtcc.edu