

### **Ebay Basics: The Art of Buying and Selling - BUSN 700**

Do you have an attic or garage full of “stuff” that is too good to throw away? Would you like to turn your household treasures into cash without running a yard sale? Or are you looking to purchase goods affordably online? Well, welcome to the online world of Ebay where virtually anything can be bought or sold. Learn how to search for, purchase and sell items on Ebay. Learn how Ebay auctions operate, and the do’s and don’ts of bidding. Learn how to open and set up an Ebay account and post images of your treasures online and much, much more! Gain the knowledge you need to experience the thrill of saving and/or earning money on Ebay! **Prerequisite:** Working knowledge of the Internet.

**WE:** **Tues., Sept. 13 & 20 • 6:00pm-9:00pm • 2 Sessions**  
**Tuition: \$60.00 • Fee: \$11.00**

### **Editing Tools and Techniques for Avid Media – MPTN 701**

Experienced Avid Media Composer or Symphony editors gain greater productivity by mastering the system’s sophisticated editing features and tools. Students learn advanced navigation and shortcuts, along with advanced toolsets including MultiCamera, ScriptSync, and audio sweetening tools. Sessions include instructor-led demonstration and hands-on practice. *(Textbook required)*

**Prerequisites:** Completion of Introduction to Avid Media Composer

**OC:** **Sat., Nov. 13 - Dec. 11 • 9:00am-1:00pm • 4 Sessions**  
**Tuition: \$550.00 • Fee: \$24.00**

### **Excel for Windows Introduction - CISN 707**

This is a powerful and versatile spreadsheet program. This course will teach the student to combine numbers, text, graphs, and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros and more. **1.5 CEUs**

**WI:** **Mon. & Wed., Oct. 31 - Nov. 30 • 5:15pm-6:35pm • 10 Sessions**  
**Tuition: \$150.00 • Fee: \$15.00**

### **First Step to Computers - CISN 704**

For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence. **1.5 CEUs**

**WI:** **Tues. & Thurs., Nov. 8 - Dec. 13 • 5:15pm - 6:35pm • 10 Sessions**  
**Tuition: \$150.00 • Fee: \$15**

### **Four-In-One (Microsoft Office 2007) - CISN 701**

Need assistance in understanding Office 2007 programs? Then this course is for you. Learn the Four-In-One Microsoft software programs which include Microsoft: Word, Excel, PowerPoint and Access. **Prerequisite:** Working knowledge of the Windows environment. *(Text required)*

**WE:** **Wed., Sept. 21 - Dec. 7 • 5:30pm - 9:15pm (45 hrs) • 12 Sessions**  
**Tuition: \$450.00 • Fee: \$45.00**

**OC:** **Sat., Sept. 17 - Dec. 10 • 9:00am-12:00pm (45 hrs) • 12 Sessions or**  
**Tuition: \$450.00 • Fee: \$45.00**

### **Introduction to Avid Media Composer - MPTN 700**

This course provides students with exposure to the core skills, workflow, and concepts involved in nonlinear editing and effects techniques using the Avid Media Composer system on both the Macintosh and Windows platforms. Session time is divided between demonstration and hands-on practice, and will prepare participants to sit for the Avid Certified User Exam. This course is also appropriate for Avid Symphony users.

**OC:** **Sat., Sept. 11 – Nov. 6 • 9:00am- 1:00pm • 10 sessions**  
**Tuition: \$750.00 • Fee: \$40.00**

### **Introduction to Computers - CISN 702**

This course is designed for those who have no knowledge of computers. It is a lab-based course that gives students a thorough introduction to computer basics, as well as, keyboarding, Windows, Microsoft Word and the internet. **3.6 CEUs**

**WE:** **Mon., Sept. 12 - Dec. 5 • 7:00pm-9:45pm • 13 Sessions**  
**Tuition: \$360.00 • Fee: \$41.00**

### **QuickBooks - CISN 714**

Take control of your business and save time with this easy to use automated accounting system for small business owners. Learn to create professional invoices and job estimates, track account receivables and payables, as well as manage your checking accounts, payroll, inventory and purchase orders. **Prerequisite:** Working knowledge of the Windows environment. **2.0 CEUs**

**WE:** **Mon., Sept. 19 - Nov. 7 • 6:00pm-8:30pm • 8 Sessions**  
**Tuition: \$200.00 • Fee: \$25.00**

**OC:** **Sat., Sept. 17 - Nov. 5 • 12:30pm-3:00pm • 8 Sessions**  
**Tuition: \$200.00 • Fee: \$20.00**

### Search Engine Optimization

Do you struggle with drawing traffic to your website? Would you like to learn how to make your website search engine friendly? If so, then this course will teach you basic search engine optimization techniques that when applied will help to increase your website's ranking and visibility.

**Prerequisite:** HTML Introduction or working knowledge of HTML.

**WE:** Tue., Dec. 6 & 13 • 6:00pm - 9:00pm • 2 Sessions

**Tuition:** \$60.00 • **Fee:** \$11.00

## PERSONAL COMPUTER MINI-SERIES

Improve your computer literacy skills in the area of spreadsheets, word processing and presentations.

- Intensive three day classes - take one or all!
- Continuing Education Unit (CEU) bearing
- Affordable tuition: \$60.00 plus fee: \$11.00 = \$71.00 (*per course*)

### Excel Introduction - C131X

**WE:** Tue., Wed. & Thurs., Sept. 13 - Sept. 15  
9:00am-11:00am

### PowerPoint Introduction - C163R

**WE:** Tue., Wed. & Thurs., Sept. 20 - Sept. 22  
9:00am-11:00am

### Windows with Word - Intermediate



This computer course is a hands-on next step to Windows and MS Word. It is designed for people who have completed an introductory course or who have a basic understanding of the computer. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word. **Prerequisite:** First Step to Computers or equivalent knowledge.

**WI:** Tues. & Thurs., Oct. 4 – Nov. 3 • 5:15pm - 6:35pm • 10 Sessions

**Tuition:** \$150.00 • **Fee:** \$15