

COMPUTER CLASSES

Quick Tips Computer Classes

These are great quick classes for when you need a little help or brushing up on tips and techniques. Each class meets on dates indicated. We will supply the materials and the computers. Meets on the Springfield OTC Campus.

CEC 001-01	Word Refresher	9/24	3:30 - 5 pm	\$25
CEC 002-01	Excel Spreadsheets, Charts, Tips & Techniques	10/8	3:30 - 5 pm	\$25
CEC 006-01	Mail Merge	11/5	3:30 - 5 pm	\$25
CEC 005-01	Outlook Tips & Techniques	12/3	3:30 - 5 pm	\$25

Basic Computer Literacy Certificate

Complete The Following Courses:

- Mouse & Computer Keyboarding
- Basic Computer Skills – Level 1
- Basic Computer Skills – Level 2
- Intro to Windows XP or Vista
- Internet & Email
- Windows File Management

Mouse & Computer Keyboarding

Learn proper techniques for using a computer keyboard/mouse and building speed.

CEC-431-01	Graff Hall	8:30am-12:30pm	\$135
TWTH	8/25, 26, 27	Mayfield	
CEC-431-02	Graff Hall	8:30am-12:30pm	\$135
TWTH	10/6, 7, 8	Mayfield	

Basic Computer Skills - Level 1

Designed for the absolute beginner to learn basic skills regarding computer hardware, printer, mouse, monitor and keyboard.

CEC-200-01	Graff Hall	8:30am-3:30pm	\$99
Tuesday	9/1	Mayfield	BOOK
CEC-200-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/13	Mayfield	BOOK

Basic Computer Skills Level 2

Learn about different types of software and see what you can accomplish on your PC.

CEC-240-01	Graff Hall	8:30am-3:30pm	\$99
Tuesday	9/8	Mayfield	BOOK
CEC-240-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/20	Mayfield	BOOK

Intro to Windows XP

This is the class to learn how to "get around" on your computer. Working with a window, working with a Windows program, customizing the taskbar and desktop, customizing windows, the free programs, and optimizing and maintaining your computer will be covered.

CEC-288-01	Graff Hall	8:30am-3:30pm	\$99
Tuesday	9/15	Mayfield	BOOK
CEC-288-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/27	Mayfield	BOOK

Intro to Windows Vista

Designed to assist in transitioning from Windows XP to Vista. Tour the Vista screen, learn how to start and log on to Vista, along with other fundamentals, customize windows and work with application programs, folders and files.

CEC-289-01	Graff Hall	8:30am-3:30pm	\$99
Thursday	9/10	Mayfield	BOOK
CEC-289-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/3	Mayfield	BOOK

Internet & Email

New to the Internet? Explore the possibilities! Understand and connect to the Internet, find a specific web page, browse and search the web, add a web page to your favorites, change your home page, download pictures and software, and use e-mail and attachments.

CEC-394-01	Graff Hall	8:30am-3:30pm	\$99
Tuesday	9/29	Mayfield	BOOK
CEC-394-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/17	Mayfield	

Sign up for 3 levels of Microsoft classes and receive the textbook for free!

Windows File Management

Understand the basics of file management. Learn how to rename, copy, move, and delete files as well as create folders and manage your files.

CEC-437-01	Graff Hall	8:30am-12:30pm	\$59
Tuesday	9/22	Mayfield	BOOK
CEC 437-02	Graff Hall	8:30am-12:30pm	\$59
Tuesday	11/10	Mayfield	BOOK

WORD Classes

Sign up for all 3 levels and get free book.

Word 2007- Level 1

Learn basics of Word 2007 user interface and document basics.

CEC-642-01	Graff Hall	9 am - 4 pm	\$99
Saturday	9/19	White	BOOK
CEC 642-02	Graff Hall	6-9pm	\$99
Monday	10/12 & 10/19	Mayfield	BOOK

Word 2007 - Level 2

Work with themes, Shapes/Pictures, Tables, Mail Merge and using document collaboration.

CEC-643-02	Graff Hall	6-9pm	\$99
Monday	10/26& 11/9	Mayfield	BOOK
CEC-643-01	Graff Hall	9a-4p	\$99
Saturday	9/26	White	BOOK

Word 2007 - Level 3

Work with outlines and long documents. WordArt, Charts and Forms.

CEC-644-02	Graff Hall	6-9pm	\$99
Monday	11/16 & 11/23	Mayfield	BOOK
CEC-644-01	Graff Hall	9a-4p	\$99
Saturday	10/3	White	BOOK

Word 2003 - Level 1

CEC-257-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	11/4	Mayfield	BOOK
CEC-257-02	Graff Hall	6-9 pm	\$99
Monday	11/16 & 11/23	Bancroft	BOOK

Word 2003 - Level 2

CEC-283-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	11/11	Mayfield	BOOK
CEC-283-02	Graff Hall	6-9 pm	\$99
Monday	11/30 & 12/7	Bancroft	BOOK

Word 2003 - Level 3

CEC-465-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	12/2	Mayfield	BOOK
CEC-465-02	Graff Hall	6-9 pm	\$99
Monday	12/14 & 12/21	Bancroft	BOOK

Word 2007 Tips/ Tricks

Whether you're new to Word or a seasoned pro, you'll learn tips, tricks and tutorials to help you get the most out of Word 2007.

CEC-540-01	Graff Hall	8:30am-12:30 pm	\$59
Monday	9/21	Mayfield	
CEC-540-02	Graff Hall	8:30am-12:30 pm	\$59
Monday	12/14	Mayfield	

Excel 2003 Level 1

CEC-258-01	Graff Hall	6pm-9pm	\$99
Monday	9/14-9/21	Dlabach	BOOK
CEC-258-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	12/1	Mayfield	BOOK

Excel 2003 - Level 2

CEC-309-01	Graff Hall	6-9pm	\$99
Monday	9/28-10/5	Dlabach	BOOK
CEC-309-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	12/8	Mayfield	BOOK

Excel 2003 - Level 3

CEC-416-01	Graff Hall	6-9pm	\$99
Monday	10/12-10/19	Dlabach	BOOK
CEC-416-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	12/15	Mayfield	BOOK

Free textbook when you sign up for 3 levels of Microsoft classes.

Excel 2007 - Level 1

Learn user interface along with labels, values and formulas, editing and formatting a worksheet and chart creation.

CEC-645-01	Graff Hall	8:30 am- 3:30 pm	\$99
Wednesday	9/16	Mayfield	BOOK
CEC-645-02	Graff Hall	9 am - 4 pm	\$99
Saturday	10/17	White	BOOK

Excel 2007 - Level 2

Learn to create and edit charts, manage workbooks, work with page layout and print. More functions and formulas and end your training with how to create and manage data lists.

CEC-646-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	9/23	Mayfield	BOOK
CEC-646-02	Graff Hall	9a-4p	\$99
Saturday	10/24	White	BOOK

Excel 2007 - Level 3

Covers automation of tasks with Macros; integrating with programs; complex analysis using PivotTables, database functions, lookup functions, and workbook security.

CEC-647-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	9/30	Mayfield	BOOK
CEC-647-02	Graff Hall	9a-4p	\$99
Saturday	10/31	White	BOOK

Excel 2007 Tips/ Tricks

Learn great techniques to improve your use!

CEC-539-01	Graff Hall	8:30 am-12:30 pm	\$59
Thursday	12/10	Mayfield	

PowerPoint 2007 Tips/ Tricks

Increase productivity with Power Point 2007 with the tips and tricks learned in this class.

CEC- 403-01	Graff Hall	8:30a -12:30p	\$99
Wed	10/14/09	Mayfield	

Publisher 2007

Create documents, work with columns, import text/ graphics, format and wrap text and create common page elements.

CEC-672-01	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	10/21	Mayfield	BOOK
CEC-672-02	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	12/9	Mayfield	BOOK

Access 2007 - Tables

Create simple tables, forms, select queries and reports from the tables.

CEC-650-01	Graff Hall	8:30am- 3:30 pm	\$99
Thursday	10/15		BOOK

Access 2007 - Queries

Learn to develop tables to do simple and complex queries.

CEC-651-01	Graff Hall	8:30am- 3:30 pm	\$99
Thursday	10/22		BOOK

Access 2007 - Forms & Reports

Learn advanced form/report technology using Design View, including create, modify & delete controls, combo boxes, buttons, totals and subtotals, subforms, and more.

CEC-670-01	Graff Hall	8:30am- 3:30 pm	\$99
Thursday	10/29		BOOK

Access 2007 - Application Dev.

Create Macros, Switchboards, PivotTables and PivotCharts. Split a database, add Hyperlinks, export to HTML and share access data with other applications.

CEC-671-01	Graff Hall	8:30am- 3:30 pm	\$99
Thursday	11/5		BOOK

Powerpoint 2007 - Level 1

Learn to create a slide show; insert, edit and format text; view and format presentation; and work with tables and objects..

CEC-648-01	Graff Hall	8:30 am-3:30 pm	\$99
Thursday	9/24	Mayfield	BOOK
CEC-648-02	Graff Hall	9 am - 4 pm	\$99
Saturday	11/14	White	BOOK

Outlook 2007 - Level 1

Learn user interface, calendar navigation, to-do bar; compose, and sort E-mail; organize/find information; work with Contacts; & use Calendar..

CEC-652-01	Graff Hall	8:30am- 3:30 pm	\$99
Monday	9/28	Mayfield	BOOK
CEC-652-02	Graff Hall	8:30am- 3:30 pm	\$99
Wednesday	12/16	Mayfield	BOOK

Quickbooks Pro - Level 1

Get the basics of QuickBooks Pro and review the software tools to help manage your business. Learn how to set up your files with some hands-on practice.

CEC-325-01	Graff Hall	8:30am-3:30 pm	\$139
Monday		Pearson	

Quickbooks Pro - Level 2

Prerequisite: Previous QuickBooks experience or Level 1. Learn about working with QuickBooks accounts, reconciliations, credit card transactions, accounts receivable, accounts payable and basic reports.

CEC-371-01	Graff Hall	8:30am- 3:30 pm	\$139
Monday		Pearson	

Quickbooks Pro - Level 3

Prerequisite: Previous QuickBooks experience or Level 2. Learn about inventory, sales tax, payroll and payroll taxes.

CEC-474-01	Graff Hall	8:30am - 3:30 pm	\$139
Monday		Pearson	

Quickbooks Pro - Level 4

Prerequisite: Previous QuickBooks experience or Level 3. Learn about analyzing financial data, time tracking, progress invoicing, customizing forms, fixed assets, depreciation, loan managers and budgets.

CEC-210-01	Graff Hall	8:30am - 3:30 pm	\$139
Monday		Pearson	

Quickbooks for Nonprofit Organizations

Learn how to use Quickbooks to operate your financials and reports especially designed for non profit agencies. Hands on class with experienced nonprofit manager instructor!

CEC-321-01	Graff Hall	8:30 am-3:30 pm	\$139
Friday	10/2	Pearson	

Interested in teaching a non credit class?

E-mail us at continuinged@otc.edu for a course proposal form.

Selling on eBay

Learn how to search, bid and sell items on eBay to make money. Discover requirements and fees for selling, how to list items, and tips for getting results. Textbook is included in cost of course.

CEC-399-01	GRF	8:30a-3:30pm	\$119
Wednesday	9/2	Holst	

Writing the Perfect eBay Ad

Discover the secrets to creating an online listing for eBay or any other online marketplace that really sells AND how to improve the process over time.

CEC-384-01	Graff Hall	4pm-5:30pm	\$39
Thursday	9/10	Holst	

Craigslis

Learn about this amazing community of buyers and sellers of just about anything and everything imaginable!

CEC-381-01	Graff Hall	9am-12pm	\$59
Friday	10/2	Holst	

OTC Computer Certificate Tracks

Demonstrate your proficiency and skills when you complete the following tracks:

OTC Web Design, Development & Integration

Website Development, Designing Effective Websites, Photoshop Level 1,2 and 3 OR Adobe Photoshop Elements 1 and 2 OR Fireworks Level 1 and 2, HTML/XHTML Level 1, Dreamweaver Level 1, 2 and 3, plus one elective and a special project course to demonstrate proficiency.

OTC New User/Basic Computer Literacy Certificate

Mouse & Keyboard; Basic Computer Skills Level 1, Basic Computer Skills Level 2, Intro to Windows XP or Vista, Windows File Management and Internet/Email.

Microsoft Office Expert Certificates

Word Expert:

Word Level 1, 2 and 3 plus a special project course.

Excel Expert

Excel Level 1, 2 and 3, Excel Macros/VBA, plus a special project course.

Access Expert

Access Tables, Queries, Reports, Forms & Applications., Access Macros VBA, plus one special project course.

MS Office Expert

Word Levels 1,2 and 3; Excel Levels 1, 2 and 3; Power Poitn Level 1, Access Tables, Queries, Report & Forms, Publisher and Outlook Level 1.

Dreamweaver Expert

Dreamweaver Level 1, 2 and special project

Adobe Flash Expert

Flash Level 1 and 2, any Flash elective, and Flash special project.

Web Integration Track

Dreamweaver Level 1, Web JavaScript, Web PHP/MySQL, elective in any web related course, and a web integrative special project.

For more information on these, contact Dana Thorp Patterson at pattersd@otc.edu.

We now offer classes at OTC's Education Centers in Lebanon, Waynesville and Branson. See page 42 for listing of fall 2009 class offerings.

WEBSITE DEVELOPMENT

WebSite Development

Learn to create, organize and manage your own website. Topics: determining your target audience, choosing appropriate software, and examining different web technologies.

CEC-305-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/29	Marshall	BOOK

Designing Effective Web Sites

Learn to design and create site maps for your website. Compare websites to determine what makes an effective, attractive design.

CEC-479-02	Graff Hall	8:30am-3:30pm	\$99
Thursday	11/5	Marshall	BOOK

HTML/XHTML Level 1

In this class you will learn to create web pages by using the HTML markup code. Learn to structure your documents properly to prevent common problems before they happen. Prerequisite: basic computer skills.

CEC-318-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/3	Marshall	BOOK

HTML/XHTML Level 2

Learn how to work with forms, controlling layout, and how to apply Cascading Style Sheets to your web pages.

CEC-367-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/10	Marshall	BOOK

Website Development Special Project

Upon completion of coursework, a special project must be completed to earn the Web Design, Development and Integration Certificate.

Call 447-8888 to arrange for project class.

**FOR ONLINE CLASSES, GO TO
WWW.ED2GO.COM/OTC.**

Fireworks - Level 1

Learn to alter, edit and prepare images for web pages, draw shapes, resize images, crop objects, and do some brain-storming. The bitmap editing is an important part of web design, if graphics are added to web pages.

CEC-401-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/20	Marshall	BOOK

Fireworks Level 2

Take it to the next level - we'll cover many of the effects tools available in Fireworks.

CEC-450-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	10/27	Marshall	BOOK

Dreamweaver - Level 1

Dreamweaver is a professional application that is used to design and manage web sites. Create a web site for a small business to organize, insert images on pages, make links and export files to the site's host.

CEC-397-01	Graff Hall	9 am - 4 pm	\$99
Saturday	10/10	Henderson	BOOK
CEC-397-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/17	Marshall	BOOK

Dreamweaver - Level 2

Learn to use Dreamweaver's cascading style sheet tools to control page presentation.

CEC-428-01	Graff Hall	9 am - 4 pm	\$99
Saturday	10/17	Henderson	BOOK
CEC-428-02	Graff Hall	8:30am-3:30pm	\$99
Thursday	11/19	Marshall	BOOK

Dreamweaver - Level 3

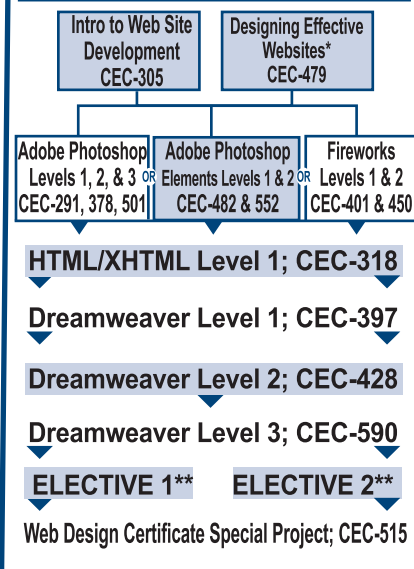
Learn layers, forms, behaviors, and how to manage your web site. Also, uploading and publishing your web site will be covered.

CEC-590-01	Graff Hall	9 am - 4 pm	\$99
Saturday	10/24	Henderson	BOOK
CEC-590-02	Graff Hall	8:30am-3:30pm	\$99
Tuesday	11/24	Marshall	BOOK

Web Design, Development & Integration

OTC-Certified Web Design Specialist

Emphasis in Web Graphics and Web Page Design



Flash Level 1

CEC 396-01 Sat 11/7 9:00 a. 4:00pm
Matt Henderson Graff Hall

Flash Level 2

CEC 452-02 Sat 11/14 9:00a-4:00pm
Matt Henderson Graff Hall

Personal Computer Build & Repair

PC Building

Learn build a computer to fit your specific needs and save money as well. Decide what you need, learn where to purchase, how much to pay, and how to put all the pieces together to make it work.

CEC-357-01	Cont. Ed. Ctr.	6 - 9 pm	\$179
MTW	9/14 - 9/22	Brennaman	BOOK

PC Upgrades & Repair

Learn basic computer terms, how to upgrade and do minor repairs on most computers. Computers are provided, however students are also encouraged to bring their own computer to class.

CEC-346-01	Cont. Ed. Ctr.	6 - 9 pm	\$139
MTW	10/5 - 10/12	Brennaman	BOOK

Optimization & Tweaking

Learn how to get the best performance out of your computer without expensive upgrades or costly additions. Optimize your boot up time, connection, and operating system performance. Computers provided, however students are encouraged to bring their computer to class.

CEC-467-01	Cont. Ed. Ctr.	6 - 9 pm	\$139
MTW	10/19-10-26	Brennaman	BOOK

Wireless Networks & Network Basics

Learn to network and share computers, printers and files in a Windows environment.

CEC-426-01	Cont. Ed. Ctr.	6 - 9 pm	\$179
MTW	11/16-11/23	Brennaman	BOOK

PC Build/Repair Certificate

CEC 357 PC Building
CEC 346 PC Upgrades/Repair
CEC 467 Optimization
CEC 426 Networks

Search Engine Optimization

Achieving Top Search Engine Positions

Learn what it takes to get your web site found on the Web. This class will cover the basics of how search engines work, the benefits of search engine optimization (SEO), and what is involved in creating search engine-friendly, indexable, and well-ranked web sites.

CEC-593-01	Graff Hall	8:30am-3:30pm	\$99
Wednesday	10/21	Marshall	

JAVA Script Web Javascript

Learn to use JavaScript to create interactive, dynamic, cutting-edge web pages.

CEC-657-01	Graff Hall	6 - 9 pm	\$499
Tuesday	9/22 - 10/27		BOOK

PHP / MySQL

Learn how to use one of the most popular solutions for building database-driven websites.

CEC-660-01	TBA	TBA	\$499
Call 447-8888 for day and date			

Microsoft IT Certification Courses

CEC 700-01 Configuring Windows Server 2008 Active Directory.
Exam 70-640 TS

CEC 701-01 Configuring Windows Server 2008 Network Infrastructure
Exam 70-642

CEC 702-01 Configuring Windows Server 2008 Application Infrastructure
Exam 70-643

CEC 703-01 Microsoft SQL Server 2005 Implementation and Maintenance
Exam 70-431

CEC 704-01 Configuring Microsoft Windows Vista Client
Exam 70-620

CEC 705-01 Windows Server 2008 Enterprise Administrator
Exam 70-647 Pro

Earn your Microsoft IT Certificate this semester! Each program is available for \$999. Call (417) 447-8888 or visit our web site for complete details on the Microsoft IT Certification program:
www.otc.edu/continuinged

Cisco Certification

Cisco Certified Network Associate (CCNA)
Prerequisite: New Computer User series of classes or equivalent knowledge.

CEC-678-01	Call for date/time	Mangalviti	\$899
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Coming Spring 2010

A+ Certification Test Prep

CEC-388-01	OTC Campus	6 - 9:30 pm	\$1750
MW	1/6/10	Freund	BOOK

Comp TIA A+ Technician Exam Prep

CEC-389-01	OTC Campus	6 - 9:30 pm	\$1750
MW	2/24/10 - 3/29/10	Freund	BOOK

Mac Platform

Getting to Know Your Mac

Learn the Macintosh desktop, how to get around in your Mac and what is made available with the latest Mac operating system, including some utilities and applications. Learn to copy and move files and organize the desktop. Prepares you for the Photoshop, Illustrator, Quark, and InDesign classes.

CEC-290-01	Lincoln Hall	6 - 7:30 pm	\$35
Friday	9/18	Eckl	

Digital Photography

Digital Photography for Beginners

Feeling overwhelmed with your digital camera? Learn to use your camera with more confidence. Learn how to get it set up and take your own pictures. Discuss proper camera settings and receive fun tips to take better photos. Bring in digital camera, owner's manual, storage media, and a notepad to the first class.

CEC-468-01	Graff Hall	8:30am-3:30pm	\$99
Wednesday	9/30	Mayfield	BOOK

Photoshop Elements

Adobe Photoshop Elements Level 1

This affordable software provides an easy solution for users who want to scan images or edit images with your digital camera. Learn to remove red eye, repair faded images, remove dust or scratch marks, repair vintage photos and more.

CEC-482-01	Graff Hall	8:30am-3:30pm	\$99
Wednesday	11/11	Mayfield	BOOK

Adobe Photoshop Elements Level 2

Photoshop Elements Level 1 recommended.

Learn to create and save files, correct images, create and manipulate layers and fix or retouch photos.

CEC-552-01	Graff Hall	8:30am-3:30pm	\$99
Wednesday	11/18	Mayfield	BOOK

Photoshop

Photoshop Level 1

This image editing software offers an impressive array of tools for correcting and altering digital images.

CEC-291-01	Graff Hall	8:30a-3:30pm	\$99
Tuesday	9/8	Straub	BOOK

Photoshop Level 2

Learn to add and manipulate text, add color and use spot altering.

CEC-378-01	Graff Hall	8:30a-3:30pm	\$99
Tuesday	9/15	Straub	BOOK

Photoshop Level 3

Look through an array of filters and use Photoshop as an art tool.

CEC-501-01	Graff Hall	8:30a-3:30pm	\$99
Tuesday	9/22	Straub	BOOK

Illustrator

Illustrator - Level 1

Topics include: understanding the tool, customizing your work space, using rulers, grids and guidelines. MAC platform.

CEC-241-01	Lincoln Hall	8:30am-3:30pm	\$99
Friday	10/2	McGuire	BOOK

Illustrator - Level 2

Topics include: working with color, using layers, working with imported images and working with text. MAC platform.

CEC-282-01	Lincoln Hall	8:30am-3:30pm	\$99
Friday	10/9	McGuire	BOOK

Illustrator - Level 3

Successful completion of Illustrator 1 & 2 or equivalent experience. Topics include: creating mesh blends and object blends, using transparencies, working with special effects, exporting for print. MAC platform.

CEC-475-01	Lincoln Hall	8:30am-3:30pm	\$99
Friday	10/16	McGuire	BOOK

InDesign

InDesign - Level 1

Web page development is a prime tool for producing brochures, flyers, business cards, or newsletters at your home or office. We'll use a MAC platform, but PC users welcome in class!.

CEC-484-01	Lincoln Hall	6 - 9 pm	\$99
Friday	10/2 & 10/9	Eckl	BOOK

InDesign - Level 2

Advanced layout techniques for documents and how to use built-in tools for managing print layout and design as well as preparing your files for printer. We'll use a MAC platform, but PC users welcome in class!.

CEC-599-01	Lincoln Hall	6 - 9 pm	\$99
Friday	10/16 & 10/23	Eckl	BOOK

InDesign Level 3

Create graphics, using the pen tool, work with transparencies, tabs and tables. Prerequisite: InDesign Level 1 and Level 2 or intermediate experience. We'll use a MAC platform, but PC users welcome in class!.

CEC-609-01	Lincoln Hall	6 - 9 pm	\$99
Friday	10/30 & 11/6	Eckl	BOOK

Adobe Acrobat

This class covers the basics of Adobe Acrobat Professional and the uses of this application to create documents for the web.

CEC-424-01	Graff Hall	8:30am-3:30pm	\$99
Wednesday	11/18		BOOK

Try out our online photography workshops! Now offering Making Movies with Windows XP, Discover Digital Photography, Secrets of Better Photography and Travel Photography. **Go to www.ed2go.com/otc.**