



I want to take a computer course, BUT...

WHERE DO I BEGIN?

GIVE YOURSELF THIS HELPFUL QUIZ:

Can You Touch Type?

Although Windows and point-and-click mouse operations have eliminated a lot of the typing previously required when working with computers, **basic typing skills** are still needed to create professional looking documents using word processing, spreadsheet and database management software. If you don't have any typing experience or just haven't used your typing skills in a while, taking the Beginning Keyboarding and Computers for Beginners classes early in your training is **highly recommended**.

www.alamo.edu/sac/ce/matsi

COMPUTER BASICS

BEGINNING KEYBOARDING & TYPING

POFT 1010: Have a need to type a document, but do not know where to start? Beginning Keyboarding and Typing will introduce the student to the computer keyboard and its functions. The student will drill and produce documents using various functions on the keyboard. Be ready to work and learn what you can do using Microsoft Word Pad. You will amaze yourself and others by the documents you will learn to produce. **NO TEXT REQUIRED** (24 hrs)

COMPUTERS FOR BEGINNERS

ITSC 1012: This course familiarizes the beginning computer student with the concepts and applications of personal computing. Included are the basic fundamentals of computer components, Windows, word processing, spreadsheet, presentation graphics, and database management. **TEXT REQUIRED** (24 hrs)

INTRODUCTION TO THE INTERNET

ITNW 1007: The class is geared toward the novice computer user who wishes to learn basic functions and how to navigate through the Internet and email. The student will also be introduced to different techniques in the use of Search Engines available online. If time permits, some more advanced skills such as instant messaging, sharing photos, and creating basic web pages will be introduced. **TEXT REQUIRED** (12 hrs)

PC SECURITY AND MAINTENANCE

CPMT 1000: This course covers the fundamentals of maintenance and security issues for Win XP and Win Vista users. You will learn how user accounts establish security, how to create strong passwords, the best way to leave the computer, how to install/uninstall hardware and software safely, and how to keep Windows up to date. Simple instructions are provided for keeping a hard drive clean, managing files, and creating backups, also what to do and not to do in the event of a system failure. You will learn how to prevent hacking attempts and viruses, and to protect your identity by using firewalls, antispyware, and antivirus software. Email security is addressed and covers how to minimize spam, as well as manage temporary Internet files and cookies. **TEXT REQUIRED** (24 hrs)

OPERATING SYSTEMS

WINDOWS FOR CONSUMERS

ITSC 1047: Learn to use several functions of the Windows XP operating system. Easy, friendly class in which the novice computer student will learn to manage files, change basic display settings, and manipulate placement of documents. The student will also learn basic creative functions of Windows XP, such as media player, CD recording capacities and theories, and use of basic digital photography editing. Basic email and internet uses will be introduced. **TEXT REQUIRED** (18 hrs)

RECOMMENDED COURSE SEQUENCE

1 **COMPUTER BASICS**
Beg. Keyboarding & Typing
Computers for Beginners

2 **OPERATING SYSTEMS**
Windows for Consumers
—Windows Vista & XP

3 **MICROSOFT OFFICE 2003 & 2007**
Microsoft Word I & II
Microsoft Excel I & II
Microsoft Access
Microsoft Powerpoint
Microsoft Outlook

FOR REGISTRATION
INFORMATION CALL
(210) 486-0422

or visit us at
alamo.edu/sac/ce

Are you familiar with personal computers, the terminology, how they operate, how to access software, how to create files using the keyboard, and how to use a mouse?

Computers for Beginners will give you a good understanding of the computer and how it operates. This course gives you hands-on practice to build your computer skills.

Do you know how to reorganize a hard disk, create files, backup files? Do you understand the operating system of the computer and how it works? Do you need to learn how to work with more than one document at a time?

You should have an understanding of the computer operating system before continuing into any software course. Begin by taking Windows for Consumers.

Do you have a good knowledge of the operating system? Are you ready to learn software?

Once you have learned the operating system and developed your Windows skills, you are then prepared to take any of the software application courses. Refer to the topics on the following pages to determine course information and schedules.

Still not sure which class to take?

Contact Jorge Lopez.

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COMPUTER BASICS

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
POFT1010201	BEG KEYBOARDING & TYPING	01/11/2010	02/08/2010	MW	06:00PM-09:00PM	AIC219	83.50
POFT1010301	BEG KEYBOARDING & TYPING	02/22/2010	03/17/2010	MW	06:00PM-09:00PM	AIC219	83.50
POFT1010302	BEG KEYBOARDING & TYPING	04/12/2010	05/05/2010	MW	06:00PM-09:00PM	AIC219	83.50
POFT1010303	BEG KEYBOARDING & TYPING	05/17/2010	06/14/2010	MW	06:00PM-09:00PM	AIC219	83.50
POFT1010401	BEG KEYBOARDING & TYPING	06/28/2010	07/26/2010	MW	06:00PM-09:00PM	AIC219	83.50
ITSC1012201	COMPUTERS FOR BEGINNERS	01/11/2010	02/08/2010	MW	06:00PM-09:00PM	AIC218	83.50
ITSC1012301	COMPUTERS FOR BEGINNERS	02/22/2010	03/17/2010	MW	06:00PM-09:00PM	AIC218	83.50
ITSC1012302	COMPUTERS FOR BEGINNERS	04/12/2010	05/05/2010	MW	06:00PM-09:00PM	AIC218	83.50
ITSC1012303	COMPUTERS FOR BEGINNERS	05/17/2010	06/14/2010	MW	06:00PM-09:00PM	AIC218	83.50
ITSC1012401	COMPUTERS FOR BEGINNERS	06/28/2010	07/26/2010	MW	06:00PM-09:00PM	AIC218	83.50
CPMT1000201	PC SECURITY & MAINTENANCE	02/01/2010	02/24/2010	MW	06:00PM-09:00PM	OETC122	83.50
CPMT1000301	PC SECURITY & MAINTENANCE	03/22/2010	04/14/2010	MW	06:00PM-09:00PM	AIC105	83.50
CPMT1000302	PC SECURITY & MAINTENANCE	05/03/2010	05/26/2010	MW	06:00PM-09:00PM	AIC105	83.50
CPMT1000401	PC SECURITY & MAINTENANCE	06/14/2010	07/12/2010	MW	06:00PM-09:00PM	AIC105	83.50
ITNW1007201	INTRO TO THE INTERNET	01/16/2010	02/06/2010	S	09:00AM-12:00PM	AIC218	59.00
ITNW1007301	INTRO TO THE INTERNET	02/27/2010	03/27/2010	S	09:00AM-12:00PM	AIC216	59.00
ITNW1007302	INTRO TO THE INTERNET	04/10/2010	05/01/2010	S	09:00AM-12:00PM	AIC216	59.00

OPERATING SYSTEMS

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
ITSC1047201	WINDOWS FOR CONSUMERS	01/26/2010	02/11/2010	TR	06:00PM-09:00PM	OETC122	67.00
ITSC1047301	WINDOWS FOR CONSUMERS	02/23/2010	03/11/2010	TR	06:00PM-09:00PM	OETC122	67.00
ITSC1047302	WINDOWS FOR CONSUMERS	03/30/2010	04/15/2010	TR	06:00PM-09:00PM	FAC202	67.00
ITSC1047303	WINDOWS FOR CONSUMERS	04/27/2010	05/13/2010	TR	06:00PM-09:00PM	AIC219	67.00
ITSC1047401	WINDOWS FOR CONSUMERS	06/01/2010	06/17/2010	TR	06:00PM-09:00PM	AIC219	67.00

eBAY FAST TRACK

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
BUSG1009201	EBAY FAST TRACK	02/13/2010	02/13/2010	S	09:00AM-05:00PM	AIC218	38.00
BUSG1009301	EBAY FAST TRACK	03/27/2010	03/27/2010	S	09:00AM-05:00PM	AIC218	38.00
BUSG1009302	EBAY FAST TRACK	05/01/2010	05/01/2010	S	09:00AM-05:00PM	AIC218	38.00
BUSG1009401	EBAY FAST TRACK	06/26/2010	06/26/2010	S	09:00AM-05:00PM	AIC218	38.00



eBAY FAST TRACK

Learn basic eBay features in **ONLY 1 DAY & MAKE MONEY USING EBAY!** Turn your attic treasures, duplicate gifts, and outgrown items into **CASH!** Learn how to sell items on ebay and set up your own **STOREFRONT.**

Join thousands of ebay **ENTREPRENEURS.**

COURSE WILL INCLUDE:

- eBay Basics
- Establishing accounts
- Creating your Storefront
- Using photographs
- PayPal

Medical Administration &
TECHNOLOGY
Support Institute

For Program Information
Call 486-0412

MICROSOFT OFFICE APPLICATIONS

BASIC MS OFFICE 2007

POFI 1004: This course will focus on the usage of MS Office 2007 applications such as Word, Excel, PowerPoint, and Outlook. The class will focus on the differences between MS Office XP and the use of "ribbons" in MS Office 2007. The student will learn basic document formatting using MS Office 2007 ribbons and edit tools. **TEXT REQUIRED. Knowledge of MS Office XP or 2003 recommended.** (36 hrs)

MS WORD 2003 LEVEL I*

POFI 1024: In this course, the student will be able to identify word processing terminology and concepts; create documents; format and edit documents; use simple tools and utilities; and print documents. **TEXT REQUIRED** (30 hrs)

MS WORD 2003 LEVEL II

POFI 1042: This course covers intermediate Word 2003 concepts and skills. Students will use templates; create letters, envelopes, and labels; and use styles. Students also will use outlines and headers and footers; create and format tables; work with columns, Macros, and use graphic elements in documents. **PREREQUISITE:** Completion of MS Word Level I. **TEXT REQUIRED** (30 hrs)

MS EXCEL 2003 LEVEL I*

ITSW 1022: This course shows students how to get started with Excel XP. It will show how to create, modify, print, and format worksheets; work with basic formulas and functions; use multiple worksheets; enhance worksheets; use styles and AutoFormats; and work with charts. **TEXT REQUIRED** (30 hrs)

***Coming Soon! 12-hour classes of Word 2007 & Excel 2007**

MS EXCEL 2003 LEVEL II

ITSW 2049: This course will introduce the intermediate Excel user to templates, clip art, and auto shapes. This level of Excel also works with financial functions, IF functions and using 3D cell references. Online collaboration with Excel will be introduced. Finally, the class will work with multiple worksheets; learn security protection options, and the use of various printing options. **PREREQUISITE:** Completion of Excel Level I. **TEXT REQUIRED** (30 hrs)

MS ACCESS 2003

ITSW 1053: This course teaches basic database concepts and reviews the features of Access. Students will design databases, work with Access objects, and create tables. Students will work with tables and table information, and create and work with select queries. Students will create, use, and enhance forms and reports. **PREREQUISITE:** Familiarity with Windows operating system. **TEXT REQUIRED** (30 hrs)

MS OUTLOOK 2003

ITSW 1030: Students will learn the fundamentals of using Outlook to coordinate appointments, events, contacts, tasks, and notes. **TEXT REQUIRED** (16 hrs)

MS POWERPOINT 2003

ITSW 1023: This course teaches how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, ClipArt and graphic objects. Students will be introduced to the features of PowerPoint by working with slide outlines, templates, and multimedia elements. You will create charts, tables, and organizational charts; customize PowerPoint; link slides; prepare presentations; and save presentations in other formats. **TEXT REQUIRED** (30 hrs)

BUSINESS OFFICE

INTRODUCTION TO ACCOUNTING

ACNT 1002: This course focuses on fundamental accounting concepts and their application in transaction analysis and financial statement preparation including analysis of financial statements. Accounting principles and theories will be covered. **TEXT REQUIRED.** (36 hrs)

QUICKBOOKS PRO 2007—ACCOUNTING

ACNT 1013: This course introduces students to the basic functions of QuickBooks Pro Accounting software. Instruction on managing basic QuickBook files, working with financial transactions, vendor transactions, and invoicing will be covered. **TEXT REQUIRED. NOTE: Basic accounting knowledge recommended.** (48 hrs)

FOR REGISTRATION INFORMATION CALL (210) 486-0422

or visit us at alamo.edu/sac/ce

ARCHITECTURE & ENGINEERING



All courses are taught by San Antonio College Computer-Aided Drafting and Design faculty. **FOR COURSE INFORMATION**

CONTACT MICHAEL PSENCIK at 486-0066 OR email psencik@alamo.edu.

SHARED COURSES THROUGH SAC:

- DFTG 1005: TECHNICAL DRAFTING
- DFTG 1009: BASIC COMPUTER-AIDED DRAFTING (AUTOCAD)
- DFTG 1091: BASIC COMPUTER-AIDED DRAFTING & DESIGN (MICROSTATION)

EARN YOUR CERTIFICATE TODAY!

OFFICE SYSTEMS TECHNOLOGY CERTIFICATE

Beginning Keyboarding & Typing	24hrs
Computers for Beginners	24hrs
Windows for Consumers.....	18hrs
MS Word Level 1	30hrs
MS Excel Level 1	30hrs
MS Access or Alternative Course* ...	30hrs
MS PowerPoint	30hrs
MS Outlook	16hrs
Total.....	202 hrs

* Alternative Course Options are:

- MS Excel Level 2
- MS Word Level 2
- PC Security & Maintenance

BUSINESS OFFICE CERTIFICATE

MS Word Level 1	30hrs
MS Excel Level 1	30hrs
MS Excel Level 2.....	30hrs
MS Access*	30hrs
Introduction to Accounting.....	36hrs
QuickBooks Pro 2007	48hrs
Total.....	204 hrs

The skills acquired in these programs prepare the student for an entry-level clerical position in business and industry.

Request to receive your OFFICE SYSTEMS TECHNOLOGY or BUSINESS OFFICE CERTIFICATE.

*NOTE: REFERENCE PRIOR PAGES FOR COURSE SCHEDULE.

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MICROSOFT OFFICE APPLICATIONS

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
POFI1004201	BASIC MS OFFICE 2007	02/08/2010	02/26/2010	MWF	09:00AM-01:00PM	AIC219	116.00
POFI1004301	BASIC MS OFFICE 2007	03/22/2010	04/12/2010	MWF	09:00AM-01:00PM	AIC105	116.00
POFI1004302	BASIC MS OFFICE 2007	05/03/2010	05/21/2010	MWF	09:00AM-01:00PM	AIC105	116.00
POFI1004401	BASIC MS OFFICE 2007	06/14/2010	07/02/2010	MWF	09:00AM-01:00PM	AIC105	116.00
POFI1024201	MS WORD LEVEL I	01/12/2010	02/11/2010	TR	06:00PM-09:00PM	AIC218	100.00
POFI1024301	MS WORD LEVEL I	02/23/2010	03/30/2010	TR	06:00PM-09:00PM	AIC218	100.00
POFI1024302	MS WORD LEVEL I	04/13/2010	05/13/2010	TR	06:00PM-09:00PM	AIC218	100.00
POFI1024401	MS WORD LEVEL I	06/08/2010	07/08/2010	TR	06:00PM-09:00PM	AIC218	100.00
POFI1042201	MS WORD LEVEL II	01/11/2010	02/15/2010	MW	06:00PM-09:00PM	AIC217	100.00
POFI1042301	MS WORD LEVEL II	03/01/2010	04/07/2010	MW	06:00PM-09:00PM	AIC217	100.00
POFI1042302	MS WORD LEVEL II	04/26/2010	05/26/2010	MW	06:00PM-09:00PM	AIC217	100.00
ITSW1022201	MS EXCEL LEVEL I	01/25/2010	02/24/2010	MW	06:00PM-09:00PM	AIC216	100.00
ITSW1022301	MS EXCEL LEVEL I	03/08/2010	04/14/2010	MW	06:00PM-09:00PM	AIC216	100.00
ITSW1022302	MS EXCEL LEVEL I	05/03/2010	06/07/2010	MW	06:00PM-09:00PM	AIC216	100.00
ITSW2049201	MS EXCEL LEVEL II	01/26/2010	03/02/2010	TR	06:00PM-09:00PM	AIC216	100.00
ITSW2049301	MS EXCEL LEVEL II	03/23/2010	04/22/2010	TR	06:00PM-09:00PM	AIC216	100.00
ITSW2049302	MS EXCEL LEVEL II	05/11/2010	06/10/2010	TR	06:00PM-09:00PM	AIC216	100.00
ITSW1023201	MS POWERPOINT	01/26/2010	03/02/2010	TR	06:00PM-09:00PM	AIC217	100.00
ITSW1023301	MS POWERPOINT	03/23/2010	04/22/2010	TR	06:00PM-09:00PM	FAC202	100.00
ITSW1023302	MS POWERPOINT	05/18/2010	06/17/2010	TR	06:00PM-09:00PM	AIC105	100.00
ITSW1030201	MS OUTLOOK	01/23/2010	02/13/2010	S	09:00AM-01:00PM	AIC219	61.50
ITSW1030301	MS OUTLOOK	03/06/2010	04/10/2010	S	09:00AM-01:00PM	AIC219	61.50
ITSW1030302	MS OUTLOOK	04/24/2010	05/15/2010	S	09:00AM-01:00PM	AIC219	61.50
ITSW1053201	MS ACCESS	01/16/2010	02/20/2010	S	09:00AM-02:00PM	AIC217	100.00
ITSW1053301	MS ACCESS	03/13/2010	05/01/2010	S	09:00AM-02:00PM	AIC217	100.00
ITSW1053401	MS ACCESS	05/22/2010	07/10/2010	S	09:00AM-02:00PM	AIC217	100.00

BUSINESS OFFICE

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
ACNT1002201	INTRO TO ACCOUNTING	01/12/2010	02/23/2010	TR	06:00PM-09:00PM	AIC212	116.00
ACNT1002301	INTRO TO ACCOUNTING	03/23/2010	04/29/2010	TR	06:00PM-09:00PM	AIC212	116.00
ACNT1002302	INTRO TO ACCOUNTING	05/18/2010	06/24/2010	TR	06:00PM-09:00PM	AIC212	116.00
ACNT1013201	QUICKBOOKS PRO	01/07/2010	03/04/2010	TR	06:00PM-09:00PM	AIC303	149.00
ACNT1013301	QUICKBOOKS PRO	03/23/2010	05/13/2010	TR	06:00PM-09:00PM	AIC303	149.00
ACNT1013401	QUICKBOOKS PRO	06/01/2010	07/22/2010	TR	06:00PM-09:00PM	AIC303	149.00

DFTG 2023: PIPE DRAFTING
DFTG 2019: INTERMEDIATE COMPUTER-AIDED DRAFTING (AUTOCAD)
CETT 1002: ELECTRICITY PRINCIPLES
TECM 1041: TECHNICAL ALGEBRA
TECM 1017: TECHNICAL TRIGONOMETRY
CETT 1025: DIGITAL FUNDAMENTALS

CETT 1029: SOLID STATE DEVICES
SRVY 2030: CIVIL DRAFTING
SRVY 1015: SURVEYING CALCULATIONS
ARCE 1052: STRUCTURAL DRAFTING
DFTG 1091: INVENTOR SOLID MODELING
SRVY 2048: BASIC PLANE SURVEYING

Medical Administration &
TECHNOLOGY
Support Institute

For Program Information
Call 486-0412

ON-LINE COURSES

The CETN offers a full complement of On-Line courses via our web-site at: **www.ed2go.com/sac**. These courses are ideal for anyone that has a busy schedule, which makes attending a traditional class difficult. Courses are taught in a variety of formats from single instructor to multiple instructor-led courses. Each course features:

- Twelve lessons, made available twice a week for six weeks
- Multiple hands-on assignments
- Interactive World Wide Web tutorials or presentations
- Supplemental links for further study
- Answers to frequently asked questions
- A searchable information database
- Student-teacher and student-student discussion areas

IMPORTANT: Once you have registered for a course, you must attend the required on-line orientation at the web address: www.ed2go.com/sac before the start of the course.

WEB DEVELOPMENT/MULTIMEDIA

EFFECTIVE WEB DESIGN

IMED 1002: This course provides an introduction to Web site design, covering both human factors and technical design issues. Students will learn how to organize a web site by producing a design document. Special attention will be applied to information architecture, navigation and site layout. **PREREQUISITE:** You should be familiar with using web browsers and have spent time exploring the World Wide Web. **KNOWLEDGE OF HTML IS STRONGLY RECOMMENDED (32 hrs)**

DREAMWEAVER BASIC SKILLS

IMED 1040: Tackle web development with a combination of project-based lessons and video tutorials. Learn not just how to do something but why you're doing it and the results of your actions. Dreamweaver's powerful combination of visual layout tools, and code editing support will have you making websites like a pro. **TEXT REQUIRED (32 hrs)**

PHOTOSHOP WEB DESIGN

ARTC 1051: Using a combination of project-based lessons, guided exercises, and QuickTime tutorials, this class walks you through Photoshop CS3 Web features utilizing a combination of image editing tools and code editing support to start creating Web pages. **TEXT REQUIRED (32 hrs)**

FLASH BASIC SKILLS

GAME 1033: The student will gain experience with Flash MX features and methods for working within the Flash environment. This course will explore the features, tool set, and workflow methods as an animation-creation application. The student will use Flash to create interactive multimedia websites by using the Flash tool set and will be introduced to basic ActionScripting. **TEXT REQUIRED (32 hrs)**

VIDEOCASTS & PODCASTS

ITSW 1003: Explore and understand the requirements and methods to add video and audio to websites. Use the internet and software to enhance websites. **(32 hrs)**

WHAT IF I USE A DIFFERENT VERSION?

Changes between versions at the beginner and intermediate levels are often minor. However, at advanced levels of use a new version may be significantly different. For program information contact Jorge Lopez.

RECOMMENDED COURSE SEQUENCE FOR WEB/MULTIMEDIA

1. Effective Web Design
2. Dreamweaver CS3
3. Photoshop CS3
4. Flash CS3
5. Videocasts & Podcast

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
ITSW1003201	VIDEOCASTS & PODCAST	01/12/2010	02/04/2010	TR	06:00PM-10:00PM	AIC301	123.00
IMED1002301	EFFECTIVE WEB DESIGN	02/23/2010	03/23/2010	TR	06:00PM-10:00PM	AIC301	123.00
IMED1040301	DREAMWEAVER BASIC SKILLS	04/13/2010	05/06/2010	TR	06:00PM-10:00PM	AIC301	123.00
ARTC1051401	PHOTOSHOP WEB DESIGN	05/25/2010	06/17/2010	TR	06:00PM-10:00PM	AIC301	123.00

DUE TO LIMITED SEATING, TUITION MUST BE PAID AT THE TIME OF ENROLLMENT.

FOR REGISTRATION
INFORMATION CALL
(210) 486-0422
or visit us at
alamo.edu/sac/ce

ONLY
ed2go
REGISTER
AND **PAY**

5 DAYS before CLASS

During the orientation procedure, you will receive a thorough introduction to the on-line learning process. You will be able to practice downloading lessons, taking quizzes, and using a discussion area.

Each On-Line course is offered multiple times throughout the year.

Fall/Spring class sessions start on the following dates:

01/20/10	02/17/10	03/17/10
04/21/10	05/19/10	06/16/10

Unless otherwise specified, all courses run for six weeks. You will be granted access to two lessons each week for six weeks. Each lesson will be accompanied by a short, multiple-choice quiz. You

are expected to complete each quiz within ten days of reading the lesson.

Some lessons will also be accompanied by an assignment that has been designed to give you a hands-on application of the skills taught in that lesson. You will be granted ten days to complete each assignment; you will be provided with the tools you'll need to self-evaluate your work. The course will conclude with a final exam. You will have ten days after your course ends to submit the final for evaluation.

PLEASE CHECK YOUR EMAIL FOR REGISTRATION FORM!

*ed2go courses do not qualify for financial aid.

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GRAPHIC ART & PRODUCTION

DESIGN & LAYOUT FOR PRINT

GRPH 1002: This course will introduce advanced design principles and layout theory for print. You will explore design options, learn how to make design decisions and how to fine-tune designs. You will also work with a variety of layout styles to include brochures, business cards, newsletters and more. (32 hrs)

ILLUSTRATOR USING ADOBE CS

ITSW 1047: Learn the basics of Adobe's vector drawing software application within the overall context of Adobe CS through exploration of the application interface, tools, features, and suite interoperability. **TEXT: REQUIRED.** (32 hrs)

PHOTOSHOP CS3 FOR PRINT

GRPH 2033: Learn the basics of this fundamental bitmap graphics application to create art and prepare photos for printing. **TEXT: REQUIRED.** (32 hrs)

INDESIGN USING ADOBE CS

GRPH 1001: Learn the basics of Adobe's publication creation software application within the overall context of Adobe CS through the explanation and investigation of the digital desktop/ink-printing production process.

TEXT: REQUIRED. (32 hrs)

RECOMMENDED COURSE SEQUENCE FOR GRAPHIC ART & PRODUCTION

1. Design & Layout
2. Illustrator CS3
3. Photoshop CS3
4. InDesign CS3

WHAT IF I USE A DIFFERENT VERSION?

Changes between versions at the beginner and intermediate levels are often minor. However, at advanced levels of use a new version may be significantly different. For program information contact Jorge Lopez.

COURSE	TITLE	DATES		DAYS	HOURS	LOC. RM.	FEE
ITSW1047201	ILLUSTRATOR USING ADOBE CS	01/11/2010	02/08/2010	MW	06:00PM-10:00PM	AIC301	123.00
GRPH2033301	PHOTOSHOP CS3 FOR PRINT	02/22/2010	03/17/2010	MW	06:00PM-10:00PM	AIC301	123.00
GRPH1001301	INDESIGN CS3	04/05/2010	04/28/2010	MW	06:00PM-10:00PM	AIC301	123.00
GRPH1002301	DESIGN & LAYOUT FOR PRINT	05/17/2010	06/14/2010	MW	06:00PM-10:00PM	AIC301	123.00

DUE TO LIMITED SEATING, TUITION MUST BE PAID AT THE TIME OF ENROLLMENT.

BEGINS!

REFUNDS/DROPS

WILL NOT BE HONORED ON OR AFTER

THE START DATE.

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