

# Computer Education & Training Center Classes

**November 2009–  
February 2010**

Computer Education  
& Training Center  
(314) 984-9000  
www.micros.umsl.edu

## General Sections

Course Advice . . . . .	2
Office 2007 Advice . . . . .	2
Course Listing . . . . .	3
Maps . . . . .	30
General Information . . . . .	31
<i>Registration • Office Hours •</i>	
<i>Transcripts • Facilities • Contacts</i>	

## Courses

A+ Certification . . . . .	23
Access . . . . .	13
Acrobat . . . . .	7
ActionScript . . . . .	22
Active Server Pages (ASP) . . . . .	20
C# . . . . .	28
Captivate . . . . .	7
Cascading Style Sheets (CSS) . . . . .	19
Cisco Routers . . . . .	27
ColdFusion . . . . .	23
Computer Support . . . . .	23
Crystal Reports . . . . .	15
Desktop Design . . . . .	6
Digital Cameras . . . . .	5
Dreamweaver . . . . .	21
E-commerce . . . . .	21
E-learning . . . . .	7
Elements . . . . .	5
Excel . . . . .	11
Exchange Server . . . . .	26
Expression Web . . . . .	21
FileMaker Pro . . . . .	15
Fireworks . . . . .	22
Flash . . . . .	22
FrontPage (see Expression Web) . . . . .	21
HTML . . . . .	18
Illustrator . . . . .	3
InDesign . . . . .	6
Introductory Courses . . . . .	3
Java Programming . . . . .	29
JavaServer Pages (JSP) . . . . .	29
JavaScript . . . . .	20
Microsoft Exchange Server . . . . .	26
Networking . . . . .	23
Object-Oriented Programming . . . . .	27

Office 2007 . . . . .	10
Oracle . . . . .	18
Outlook . . . . .	8
PDF . . . . .	7
Perl . . . . .	29
Photoshop . . . . .	4
Photoshop Elements . . . . .	5
PHP . . . . .	20
PL/SQL Programming . . . . .	18
PowerPoint . . . . .	10
Premiere Pro . . . . .	4
Programming Concepts . . . . .	27
Project . . . . .	9
Publisher . . . . .	6
QuickBooks Pro . . . . .	7
Routers . . . . .	27
Security . . . . .	24
SharePoint . . . . .	8
SharePoint Designer . . . . .	9
SQL Language Classes . . . . .	16
SQL Programming . . . . .	16
SQL Server Administration . . . . .	17
SQL Server Analysis Services . . . . .	17
SQL Server Reporting Services . . . . .	16
TCP/IP . . . . .	24
Transact-SQL . . . . .	16
UNIX . . . . .	26
Visio . . . . .	10
Visual Basic . . . . .	27
Visual C# .NET . . . . .	28
Windows 7 . . . . .	3
Windows Active Directory . . . . .	25
Windows Server . . . . .	25
Windows Server Group Policies . . . . .	25
Windows Vista . . . . .	3
Windows Vista Administration . . . . .	25
Windows XP . . . . .	3
Wireless Networking . . . . .	23
Word . . . . .	13
XML . . . . .	19

[www.micros.umsl.edu](http://www.micros.umsl.edu)

For more information on our courses, including tables of contents, instructor biographies, and software versions, visit our Web site: [www.micros.umsl.edu](http://www.micros.umsl.edu)

# Office 2003, Office 2007, and Windows Courses

### Which class is right for you?

Microsoft has made significant changes in Office 2007 applications. Due to the new interface, features, and file formats, companies are not adopting the new version as quickly as they did previous ones. Unless your organization has switched to Office 2007 or will be in the near future, we recommend that you take our Office 2003 classes.

### Office 2003

We offer a full range of courses in Office 2003 products. These include nine Access courses that take you from the fundamentals to advanced programming, and 11 Excel courses that range from full-day basic Excel training to half-day classes on specific topics such as PivotTables.

### Office 2007

If you plan to begin using Office 2007, we offer several course paths.

#### Are you a new user or someone with limited experience?

Take the introductory course in the software you are interested in. For example, if you want to take Word 2007 classes, first take **Introduction to Word** in version 2007.

#### Do you have experience with the software in a previous version, but want to make sure that you learn all the new features and differences in the 2007 version?

Take the introductory course in the software you are interested in. For example, taking **Introduction to Access** in version 2007 will ensure you learn all the newest Access features.

#### Are you a “power user,” who wants an overview of the major changes in 2007 and feel you can easily learn the basics of the new version on your own?

You should consider taking our half-day course **Transitioning to Office 2007** (p. 10). You can then move into an intermediate or advanced course, after checking the course prerequisites to ensure you have the experience required.

## Group/Custom Training and Pre-Purchase Discounts

We can customize course content to meet your organization's requirements. Customization can range from minor adjustments to an existing class to a new course designed specifically for your organization.

## Windows Vista & Windows 7

The **Transitioning to Windows Vista** (p. 3) and **Transitioning to Windows 7** (p. 3) courses are intended for end-users with Windows experience who want to update their skills for the new version. Ease the transition to Windows Vista or Windows 7 by learning to locate frequently used commands and perform common tasks.

If you are an information technology employee who needs to install, deploy, and manage computers running Windows Vista, take our **Introduction to Windows Vista Administration** and **Intermediate Windows Vista Administration** courses (p. 25).

## For More Information

### Course Advice

Student advising services are available, providing accurate, up-to-date information about the Computer Education & Training Center and Certificates, including course content, prerequisites, and sequence.

Contact Paul Westermann by phone at (314) 984-9000, by e-mail at [info@micros.umsl.edu](mailto:info@micros.umsl.edu), or in person at the West County Continuing Education Center.

Course advice is also available online:  
[www.micros.umsl.edu/advice.html](http://www.micros.umsl.edu/advice.html).

### Chancellor's Certificate

By completing 96 hours of classroom work (9.6 CEUs), you receive the Chancellor's Certificate on the Computer. This certificate provides recognition for the time and effort you spent to expand your computer knowledge. In addition, Continuing Education Units (CEUs) are offered for participation in these courses and are kept on record at the University. CEUs (one for each 10 class hours) record your efforts toward personal and professional growth. The program is noncredit, no application is required, and no grades or tests are given. For more information, contact Paul Westermann at (314) 984-9000, or [info@micros.umsl.edu](mailto:info@micros.umsl.edu).

Contact Kate Moore at (314) 984-9000 or [kate\\_moore@micros.umsl.edu](mailto:kate_moore@micros.umsl.edu).

**INTRODUCTORY****Getting Started****Introduction to Computers**

Designed for students with little or no computer experience, this course introduces you to Windows-compatible computers. Learn how to interact with computers and gain hands-on practice creating, opening, saving, and closing files. Understand some common features of all software programs and discover the basic techniques that will allow you to use the Internet.

Fee: \$99

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

**G0800** Fri., Feb. 12  
Location: West County

Sandy Lux

**Microsoft Windows Vista****Transitioning to Windows Vista**

(Prerequisite: Experience with a previous version of the Windows operating system, including using the Start menu, managing files and folders, and navigating among open windows.) This course is intended for end-users with Windows experience who want to update their skills for Windows Vista. Ease the transition to Windows Vista by learning to locate frequently used commands and perform common tasks. Discover how the new features and enhancements in Windows Vista will improve your productivity. Learn how the Windows Aero interface will heighten your user experience and help you navigate through open windows. Take advantage of the new Instant Search capability to quickly locate files, e-mail messages, and programs, and learn to add "gadgets" to the Windows Sidebar so you can see important information at a glance.

Fee: \$99

**Half-Day Afternoon Class Meets 1:00-4:00pm (3 hours)**

**G0606** Fri., Dec. 4  
Location: West County

Bill Barry

**Microsoft Windows 7****Transitioning to Windows 7 <sup>New!</sup>**

(Prerequisite: Experience with a previous version of the Windows operating system, including using the Start menu and managing files and folders.) This course is intended for end-users with previous Windows experience who want to jump-start their move to Windows 7 and discover the new features that will improve their productivity. Learn how to use the newly redesigned Taskbar and Start menu and how the Windows Aero interface will heighten your user experience as you navigate multiple windows. Understand how Libraries help you organize your folders and locate files quickly, and discover how to personalize the appearance by setting desktop background slide shows, changing the desktop icons, and adding Gadgets. Additional topics include working with jump lists, the Ribbon, and metadata.

Fee: \$99

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

**G0813** Mon., Feb. 8  
Location: West County

Mara Delcamp

**Macintosh Users Welcome!**

Our graphics and publishing courses are taught using Windows, but if you use a Macintosh, you can apply what you've learned in our classes. The programs are identical; there are only slight keyboard differences (your Command key is the Windows Control key), and Windows has an extra mouse button to access some shortcuts. Our instructors are experienced with both platforms.

**Microsoft Windows XP****Introduction to Windows XP**

Learn the basics of how to use Windows in either a standalone or a networked environment. Learn how to log on to the workstation and tour the desktop, Start menu, taskbar, and standard icons. Discover how to organize your workspace by resizing, moving, and tiling windows and arranging icons. Understand how to create network drives and access files and folders on the network. Additional topics include creating, deleting, and renaming files and folders; configuring and recovering files and folders; and customizing the desktop environment.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0553** Thurs., Nov. 5  
Location: West County

Mara Delcamp

**Intermediate Applications of Windows XP**

(Prerequisite: Introduction to Windows XP or equivalent experience.) Improve your ability to work in a Windows environment by familiarizing yourself with more advanced features. Learn how to customize your computer by installing software, creating shortcuts for programs, and changing the Start menu. Discover how to use the Help feature and how to search for files and folders using the Find command. Learn some basic system maintenance functions, such as scheduling tasks and backing up your files. Additional topics include sharing data between applications via the Clipboard, installing printers, and monitoring print jobs.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0554** Fri., Nov. 13  
Location: West County

Mara Delcamp

**ART & GRAPHICS****Adobe Illustrator**

*Adobe Illustrator is the industry standard for creating artwork for print, multimedia, and the Web.*

**Introduction to Computer Graphics Using Illustrator**

(Prerequisite: Introduction to Windows or equivalent experience.) Learn the capabilities of the Adobe Illustrator graphics program as you create your own artwork. Topics include using tools and menus and creating special typographical effects. Learn how to scale, stretch, and rotate type and objects. Other topics include grouping, locking, layering, creating Bezier paths, using the transformation tools, and working with Live Paint and Live Trace.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0509** Mon., Nov. 9  
Location: West County

Dick Koerper

**G0742** Fri., Jan. 22

Location: West County

Dick Koerper

**Intensive Illustrator Training**

Are you coming from a distance? Do you want three intensive days of training? Join us for Adobe Illustrator week. Each one-day class costs \$189.

*Introduction to Computer Graphics Using Illustrator, Mon., Nov. 9*

*Intermediate Applications of Illustrator, Tues., Nov. 10*

*Advanced Applications of Illustrator, Wed., Nov. 11*

### Intermediate Applications of Illustrator

(Prerequisite: Introduction to Computer Graphics Using Illustrator or equivalent experience.) This course concentrates on more advanced drawing techniques, such as developing a precise way to draw by identifying and altering path points and working with Bezier curves. Learn to blend shapes and paths, create and apply patterns, and make object masks. Topics include importing images and using the image filters to enhance bitmap images. Additional topics include creating and importing custom colors, making compound paths, and applying special type effects.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0510** Tues., Nov. 10 Dick Koerper

Location: West County

**G0743** Thurs., Jan. 28 Dick Koerper

Location: West County

### Advanced Applications of Illustrator

(Prerequisite: Intermediate Applications of Illustrator or equivalent experience. You should be familiar with all the drawing and transformation tools, as well as layering, masking, and compound paths.) This course presents advanced techniques using Illustrator, as you plan, design, and execute one project throughout the day. Topics include making curved gradations of color, masking type with a Photoshop file, creating interlocked stroked objects, and creating faded lines. Other topics include constructing grids, 3-D objects, and transparent shadows. Learn to use filters and brushes on paths and shapes, import Photoshop layer comps, and optimize graphics for the Web.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0511** Wed., Nov. 11 Dick Koerper

Location: West County

**G0844** Thurs., Feb. 4 Dick Koerper

Location: West County

## DIGITAL VIDEO

*Create and edit video, including transitions and audio, using Premiere.*

### Adobe Premiere Pro

#### Introduction to Digital Editing Using Premiere Pro

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to create movies using Premiere Pro, a video- and audio-editing application. Topics include importing clips (stills, movies, audio), adding clips to the Timeline, applying effects, inserting titles, and using transitions. Also covered will be editing clips, deleting frames, cutting one clip into two, and changing clip speed. You will preview your movies and then save and compress them. Learn video production and post-production terminology and concepts as you create your own animations and movies.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0730** Fri., Jan. 29 Dick Koerper

Location: West County

### Intermediate Applications of Premiere Pro

(Prerequisite: Introduction to Digital Editing Using Premiere Pro or equivalent experience.) Explore the more advanced features of Premiere Pro as you sharpen your video-editing skills. Discover the power of transitions as you set duration, and create cross cuts. Work with the audio mixer to further refine your audio tracks with special effects. You will learn to apply and adjust video effects, including color, page peel, motion, and lighting. Prepare your files for output by using menu templates and setting DVD stop points using markers, selecting sequences to export, and using the Adobe Media Encoder.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0831** Fri., Feb. 5 Dick Koerper

Location: West County

## DIGITAL IMAGING

### Adobe Photoshop

#### Introduction to Image Editing Using Photoshop

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to edit and enhance your digital images using Photoshop. Alter and enhance images using various tools from the toolbox, while becoming familiar with the tool options bar. Create special effects using the Filter and Image menus. Isolate areas of your image using the various selection tools. Use the eraser tool to delete pixels and the history brush tool to “undo” changes to an image. Crop and resize images, create custom brushes, and become familiar with the basics of layers.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0530** Mon., Nov. 30 Dick Koerper

Location: West County

**G0748** Thurs., Jan. 7 Dick Koerper

Location: West County

**G0840** Wed., Feb. 10 Dick Koerper

Location: West County

**Two-Evening Class Meets 6:30-9:30pm (6 hours)**

**T0355** Tues., Feb. 16 & 23 Dick Koerper

Location: West County

### Intermediate Applications of Photoshop

(Prerequisite: Introduction to Image Editing Using Photoshop or equivalent experience.) Add to your Photoshop skills by learning to clean up and fine-tune digital images. Create quick masks and permanent channels to isolate areas of your image for editing or manipulation. Use the selection tools to create and save paths, the vector drawing tools to add a variety of shapes to an image, and the type tool to add text to your image. Repair images with the clone stamp, healing brush, and patch tools. Change selection borders, choose painting colors, and look at scanning issues. Additional topics include the spot healing brush and the red-eye removal tool.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0631** Tues., Dec. 1 Dick Koerper

Location: West County

**G0749** Fri., Jan. 15 Dick Koerper

Location: West County

**G0841** Thurs., Feb. 11 Dick Koerper

Location: West County

### Advanced Applications of Photoshop

(Prerequisite: Intermediate Applications of Photoshop or equivalent experience.) Enhance your Photoshop skills through advanced features of Photoshop. Learn to use channels, calculations, layer styles, and different image modes for special effects. Work more extensively with layers, learning adjustment layers, fill layers, layer comps, and how to apply a layer blending mode. Find out how to apply pixel masks and add background effects in images. Additional topics include the vanishing point filter, image warping, and smart objects.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0632</b> | Wed., Dec. 2          | Dick Koerper |
|              | Location: West County |              |
| <b>G0750</b> | Thurs., Jan. 21       | Dick Koerper |
|              | Location: West County |              |
| <b>G0842</b> | Fri., Feb. 12         | Dick Koerper |
|              | Location: West County |              |

### Advanced Topics in Photoshop: Special Effects

(Prerequisite: Intermediate Applications of Photoshop or equivalent experience.) Build your working knowledge of Photoshop by applying advanced techniques to projects that you plan and create in class. Learn to create special effects using Camera Raw. Create 3D backgrounds, use the paint tools to lighten specific areas, and work with silhouette masks. While working on your projects, you will combine Illustrator and Photoshop images, create a full-color spectrum, and use composite and blended images.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0633</b> | Wed., Dec. 9          | Dick Koerper |
|              | Location: West County |              |

### Advanced Topics in Photoshop: Web Graphics

(Prerequisite: Intermediate Applications of Photoshop or equivalent experience.) Optimize your images for use on the Web using Photoshop. Learn about compression schemes, file formats, and Web-safe colors. Discuss scanning images for Web use, designing for maximum browser and hardware compatibility, and enhancing and converting graphics created in other programs. Learn when to use transparency and interlacing, and how to create simple animations. Create rollovers, buttons, backgrounds, and borders for an attractive, interactive Web site.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0531</b> | Fri., Nov. 6          | Dick Koerper |
|              | Location: West County |              |
| <b>G0638</b> | Fri., Dec. 18         | Dick Koerper |
|              | Location: West County |              |
| <b>G0843</b> | Tues., Feb. 16        | Dick Koerper |
|              | Location: West County |              |

### Digital Cameras

#### Introduction to Digital Cameras

(Prerequisite: Introduction to Windows or equivalent experience.)

If you are considering buying a digital camera, or want to know how to produce better digital pictures, this course can help you sort through the maze of options and jargon. Learn how digital cameras work and what resolution, color options, and file formats to use. Learn how to take the best photos under a variety of conditions. Because of the many brands and models of cameras available, cameras are provided for in-class use. The course may not cover all the specific settings on the camera you own, but it will show you the common controls and adjustments that most cameras share and which you can then adapt to your own use.

Fee: \$99

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0746</b> | Tues., Jan. 26        | Dick Koerper |
|              | Location: West County |              |

### Adobe Photoshop Elements

#### Introduction to Image Editing Using Photoshop Elements

(Prerequisite: Introduction to Windows or equivalent experience.)

Photoshop Elements is Adobe's user-friendly software designed for correcting, enhancing, and organizing your digital images. Learn to use the step-by-step controls that fix red-eye, flaws, and lighting problems in your photos. Organize images through keyword tags and optimize images for the Web. Quickly adjust color and contrast or improve skin tones. Other topics include creating photo collages, using the filters for special effects, and making slide show presentations.

Fee: \$99

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0514</b> | Mon., Nov. 23         | Dick Koerper |
|              | Location: West County |              |
| <b>G0757</b> | Wed., Jan. 27         | Dick Koerper |
|              | Location: West County |              |

#### Intermediate Applications of Photoshop Elements

(Prerequisite: Introduction to Image Editing Using Photoshop Elements or equivalent experience.) Learn the more advanced features of Photoshop Elements as you edit and enhance your digital photographs. Using the Full Edit mode, discover the powerful tools to refine selections, fix flaws, and adjust color. Other topics include using the painting tools, working with layers, adding text to your images, and creating special effects.

Fee: \$99

**Half-Day Afternoon Class Meets 1:00-4:00pm (3 hours)**

- |              |                       |              |
|--------------|-----------------------|--------------|
| <b>G0515</b> | Mon., Nov. 23         | Dick Koerper |
|              | Location: West County |              |
| <b>G0758</b> | Wed., Jan. 27         | Dick Koerper |
|              | Location: West County |              |

### Intensive Photoshop Training

Are you coming from a distance? Do you want three consecutive days of training? Join us for Photoshop week. Each one-day class costs \$189.

*Introduction to Image Editing Using Photoshop*, Mon., Nov. 30  
*Intermediate Applications of Photoshop*, Tues., Dec. 1  
*Advanced Applications of Photoshop*, Wed., Dec. 2

*Introduction to Image Editing Using Photoshop*, Wed., Feb. 10  
*Intermediate Applications of Photoshop*, Thurs., Feb. 11  
*Advanced Applications of Photoshop*, Fri., Feb. 12

## DESKTOP PUBLISHING

### Microsoft Publisher

#### Introduction to Publisher

(Prerequisite: Introduction to Windows or equivalent experience.) Develop the skills you need to design and produce publications ready for printing. Learn to enter, import, and format text in single- and multiple-column pages. Additional topics include using design templates to simplify document creation, adding special type effects with WordArt, and inserting clip art into your document pages.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0566</b>	Tues., Nov. 17	Dick Koerper
	Location: West County	
<b>G0851</b>	Mon., Feb. 1	Dick Koerper
	Location: West County	

#### Intermediate Applications of Publisher

(Prerequisite: Introduction to Publisher or equivalent experience.) Learn the advanced features of Publisher as you complete practical projects for print and the Web. Class examples will guide you through creating a newsletter with sections and spreads, using multiple master pages, customizing templates, and creating and editing styles. You'll also explore how to create a Web site, lay out an electronic newsletter, use the catalog merge feature to merge database records into a Publisher file, and prepare your files for a commercial printer.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0567</b>	Tues., Nov. 24	Dick Koerper
	Location: West County	
<b>G0852</b>	Mon., Feb. 15	Dick Koerper
	Location: West County	

### Adobe InDesign

#### Introduction to Desktop Publishing Using InDesign

(Prerequisite: Introduction to Windows or equivalent experience.) Learn the basics of InDesign and develop the skills you need to design and produce camera-ready copy for simple publications. This course will guide you through creating basic text frames; typing and importing text into the frames; and selecting, editing, formatting, and checking spelling. Learn to thread overset text from frame to frame and set tabs and hanging indents. Use the Pages panel to move around in a document. You will create shapes and apply strokes and fills to add color to your pages; layer, align, and group objects; and create documents with multiple columns. Additional topics include basic printing options, opening PageMaker or QuarkXPress files, and how to use master pages to number pages automatically.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0618</b>	Tues., Dec. 8	Nancy Haupt
	Location: West County	
<b>G0751</b>	Mon., Jan. 11	Nancy Haupt
	Location: West County	
<b>G0847</b>	Wed., Feb. 17	Nancy Haupt
	Location: West County	

#### Intensive Acrobat Training

*Introduction to Acrobat*, Mon., Feb. 8

*Intermediate Applications of Acrobat*, Tues., Feb. 9

*Advanced Applications of Acrobat: Forms*, Wed., Feb. 10

#### Intermediate Applications of InDesign

(Prerequisite: Introduction to Desktop Publishing Using InDesign or equivalent experience.) Build on the knowledge gained in the introductory InDesign course to design more complex publications. Learn to import graphics and then crop, manipulate, and automatically resize graphics to fit inside their frames. Discover how to add elements to your page, such as text wrap around graphics, type on a path, gradients, and tables. Work with text graphically by converting it to paths. Additional topics include find and change format settings, working with master pages, dividing a document into sections, saving a file as a template, and printing options such as thumbnails and tiling.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0619</b>	Wed., Dec. 9	Nancy Haupt
	Location: West County	
<b>G0752</b>	Tues., Jan. 19	Nancy Haupt
	Location: West County	
<b>G0848</b>	Thurs., Feb. 18	Nancy Haupt
	Location: West County	

#### Advanced Applications of InDesign

(Prerequisite: Intermediate Applications of InDesign or equivalent experience.) Extend your InDesign knowledge as you learn to use the program's advanced designing capabilities. Learn to apply sophisticated text effects, such as hanging punctuation and decorative initial capital letters. Use the commands that give you precise control over hyphenation, justification, and paragraph composition. Increase your efficiency and ensure consistency by setting up styles and libraries. In class, you will create a book with a table of contents, as well as discuss preparing a document for output using the Preflight and Package plug-ins.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0620</b>	Thurs., Dec. 10	Nancy Haupt
	Location: West County	
<b>G0753</b>	Mon., Jan. 25	Nancy Haupt
	Location: West County	
<b>G0849</b>	Fri., Feb. 19	Nancy Haupt
	Location: West County	

#### Desktop Publishing Design Using Adobe InDesign

*The following course teaches the principles of page layout and design using hands-on projects to reinforce the concepts.*

#### Design Principles for Desktop Publishing

(Prerequisite: Intermediate Applications of InDesign or equivalent experience.) This course teaches you how to combine the electronic capabilities of InDesign with established principles of design and layout. Topics include using a grid, call outs, and optical center. Other topics include page flow, typography, white space, paper and ink selection, planning for multi-page documents, and using spot color. Learn to prepare your documents for a commercial printer or service bureau.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0621</b>	Wed., Dec. 16	Karen Rohne
	Location: West County	

#### Intensive InDesign Training

*Introduction to Desktop Publishing Using InDesign*, Tues., Dec. 8

*Intermediate Applications of InDesign*, Wed., Dec. 9

*Advanced Applications of InDesign*, Thurs., Dec. 10

*Introduction to Desktop Publishing Using InDesign*, Wed., Feb. 17

*Intermediate Applications of InDesign*, Thurs., Feb. 18

*Advanced Applications of InDesign*, Fri., Feb. 19

## DOCUMENT MANAGEMENT USING ADOBE ACROBAT

Use Acrobat to convert almost any document to a PDF, which can be shared across all platforms, sent to print shops, and viewed on the Web with the free Acrobat Reader.

### Introduction to Adobe Acrobat

(Prerequisite: Introduction to Windows or equivalent experience.) Acrobat can change the way your organization creates and distributes documents through e-mail, print, CD-ROM, or the Internet. PDF files are sharable across platforms and devices, eliminating such problems as computer system differences or font availability. This course teaches you the process and settings for optimizing device-independent PDF files that can be used for team collaboration, client proofs, and Web pages. Topics include using the Acrobat interface and tools, setting preferences, creating and editing documents, annotating and reviewing projects, extracting data from existing PDF files, setting basic security options, and creating a PDF Portfolio.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0651</b>	Tues., Dec. 1 Location: West County	Nancy Haupt
<b>G0711</b>	Fri., Jan. 8 Location: West County	Nancy Haupt
<b>G0858</b>	Mon., Feb. 8 Location: West County	Nancy Haupt

### Intermediate Applications of Adobe Acrobat

(Prerequisite: Introduction to Adobe Acrobat or equivalent experience.) Learn the features of Acrobat that will enhance your presentations and increase your efficiency. Use OCR Recognition in PDFs to make them searchable, compare document versions, and examine documents to remove sensitive information. Discover more about the security features of Acrobat and how to synchronize page views for easier real-time collaboration. Find out how batch processing can save you time and how simple JavaScript actions can add interactivity to your documents. You will learn how to incorporate video and audio files into your documents as well as how to add backgrounds and watermarks.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0712</b>	Fri., Jan. 15 Location: West County	Nancy Haupt
<b>G0859</b>	Tues., Feb. 9 Location: West County	Nancy Haupt

### Advanced Topics in Adobe Acrobat: Forms

(Prerequisite: Introduction to Adobe Acrobat or equivalent experience.) Online forms have become important tools in gathering information from employees and clients. Acrobat Pro and Adobe LiveCycle Designer allow you to easily create forms from scratch or convert existing forms to PDF format. This course will show you how to design an efficient form, use different field types, validate user input, and perform calculations. Learn how to use templates to create forms automatically. You will also work with simple scripts and find out how to process returned form data.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0860</b>	Wed., Feb. 10 Location: West County	Nancy Haupt
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### Intensive Acrobat Training

Introduction to Acrobat, Mon., Feb. 8  
Intermediate Applications of Acrobat, Tues., Feb. 9  
Advanced Applications of Acrobat: Forms, Wed., Feb. 10

## Adobe Acrobat and Microsoft Office

### Accelerated Topics in Acrobat: Converting Office Files

(Prerequisite: Introduction to Acrobat or equivalent experience.) This short course covers the special features and tips that will simplify converting Microsoft Office files to the Acrobat format. Learn how to convert an entire Excel workbook, reduce the size of your PowerPoint files, and include file attachments. Increase efficiency with batch processing and drag-and-drop conversion of multiple files. Work with the Word features, such as document comments, tables of contents, and headings/styles. The course also covers some general troubleshooting tips for converting files to Acrobat and looks at problems with converting Acrobat files to an Office format.

Fee: \$99

#### Half-Day Class Meets 8:30am-11:30am (3 hours)

<b>G0550</b>	Thurs., Nov. 5 Location: West County	Nancy Haupt
<b>G0861</b>	Tues., Feb. 23 Location: West County	Nancy Haupt

## E-LEARNING TOOLS

### Adobe Captivate

Adobe Captivate is used to create a variety of electronic-learning projects, including software simulations and scenario-based training.

### Introduction to Captivate <sup>New!</sup>

(Prerequisite: Introduction to Windows or equivalent experience.) Discover how Adobe Captivate allows you to create effective e-learning modules from start to finish. Learn how to create projects from scratch, record and edit software demonstrations, and incorporate interactive quizzes. Find out how to publish these e-learning projects as Flash or video files. Additional topics include working with the timeline, importing files from PowerPoint, using design templates, and manipulating slides and objects.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0699</b>	Fri., Dec. 11 Location: West County	Mara Delcamp
<b>G0832</b>	Mon., Feb. 22 Location: West County	Mara Delcamp

## ACCOUNTING AND BOOKKEEPING

### QuickBooks Pro

#### Introduction to QuickBooks

(Prerequisite: Introduction to Windows or equivalent experience.) Discover how QuickBooks can help you manage your business finances and perform day-to-day bookkeeping tasks more effectively and efficiently. Learn how to set up your chart of accounts and create lists to keep track of customers, vendors, and other information. Additional topics include working with invoices and payments, tracking sales and expenses, and paying bills.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0519</b>	Thurs., Nov. 19 Location: West County	Dick Koerper
<b>G0701</b>	Tues., Jan. 5 Location: West County	Dick Koerper

### Intensive QuickBooks Pro Training

Introduction to QuickBooks, Thurs., Nov. 19  
Intermediate Applications of QuickBooks, Fri., Nov. 20

**Intermediate Applications of QuickBooks**

(Prerequisite: Introduction to QuickBooks or equivalent experience.) Further your understanding of QuickBooks to handle more sophisticated bookkeeping tasks. Learn to keep track of employee information and manage your payroll, produce a variety of reports to help you summarize and analyze your business data, and set up and manage a budget. You'll also learn how to communicate with business associates by merging QuickBooks' data into form letters.  
**Fee: \$189**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0520** Fri., Nov. 20 Dick Koerper

Location: West County

**G0702** Tues., Jan. 12 Dick Koerper

Location: West County

**Two-Evening Class Meets 6:30-9:30pm (6 hours)**

**T0201** Tues., Nov. 10 & 17 Dick Koerper

Location: West County

**WORKGROUP SOFTWARE****Microsoft Outlook****Introduction to Outlook**

(Prerequisite: Introduction to Windows or equivalent experience. Some experience with Microsoft Office applications is also recommended.) Learn to manage your schedule and communications with Outlook. Use the Contacts feature to keep track of people, phone numbers, and addresses; set up meetings and appointments using Outlook's calendar; and create a "to-do" list or delegate tasks using the Tasks feature. Learn Outlook's e-mail features, including attaching files, creating and managing folders, and setting up rules to control e-mail messages. Additional topics include using the Journal feature and sharing your Outlook data with other Microsoft Office applications.

**Fee: \$189**

**Outlook 2003****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0623** Thurs., Dec. 3 Mara Delcamp

Location: West County

**Outlook 2007****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0811** Mon., Feb. 1 Mara Delcamp

Location: West County

**Intermediate Applications of Outlook**

(Prerequisite: Introduction to Outlook or equivalent experience. Some experience with Microsoft Office applications is also recommended.) Save valuable time in using, sharing, and organizing Outlook messages, folders, and Contacts. Learn how to share your Calendar and Contacts with other Outlook users, archive messages to keep or to delete automatically at a specified time, and set up the Out of Office Assistant. Customize views in the Inbox and Contacts to display your data to meet your needs. Discover how to create and send vCards and save them to your Contacts folder. Other topics include creating templates for frequently sent e-mail messages, inserting signatures into messages, using the Import/Export Wizard to bring Access or Excel data into an Outlook contact form, and creating a dynamic distribution list.

**Fee: \$189**

**Outlook 2003****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0624** Fri., Dec. 4 Mara Delcamp

Location: West County

**Outlook 2007****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0812** Tues., Feb. 2 Mara Delcamp

Location: West County

**MICROSOFT SHAREPOINT 2007**

*Microsoft Windows SharePoint Services is a flexible, collaborative technology that enhances the communication and productivity of work groups through a Web-based environment.*

*The following courses cover using the SharePoint Web-based interface, as well as creating, customizing, and managing SharePoint sites.*

**Introduction to SharePoint**

(Prerequisite: Introduction to Windows or equivalent experience. Some experience with Microsoft Office applications and basic e-mail skills are also recommended.) Discover how Microsoft Windows SharePoint Services can create Web-based environments (SharePoint sites) that enhance the productivity of work groups, teams, and other collaborative groups. Learn to navigate through the SharePoint environment and create your own subsites for specific work groups or tasks. Find out how to use SharePoint Lists (such as announcements, contacts, and events) to stay connected to other group members and more effectively share data. Discover how to create and use Libraries to store, retrieve, and share documents on the SharePoint server rather than a local hard drive. Integrate existing Outlook Calendars and Contacts into SharePoint.

**Fee: \$239**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0563** Wed., Nov. 4 Sandy Lux

Location: West County

**G0641** Fri., Dec. 11 Julia Otto

Location: West County

**G0733** Mon., Jan. 25 Sandy Lux

Location: West County

**Intermediate Applications of SharePoint**

(Prerequisite: Introduction to SharePoint or equivalent experience.) Learn more advanced features of SharePoint to help you create and manage Web-based environments (SharePoint sites). Work with the Site Settings page to set top-level site permissions, save your site as a template, and view site usage data. Learn the advantages of metadata in organizing your pages. Other topics include more detailed information on lists, including setting content approval and working with libraries and the meeting workspace. Discover more advanced integration features with Microsoft Office programs, including exporting Excel lists to a SharePoint site, creating a linked Excel list, and working with Access databases. You will also work with the Shared Workspace Task Pane available in Office programs.

**Fee: \$239**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0564** Fri., Nov. 13 Sandy Lux

Location: West County

**G0642** Thurs., Dec. 17 Julia Otto

Location: West County

**G0834** Mon., Feb. 1 Sandy Lux

Location: West County

**Intensive Outlook Training****Outlook 2003**

*Introduction to Outlook, Thurs., Dec. 3*

*Intermediate Applications of Outlook, Fri., Dec. 4*

**Outlook 2007**

*Introduction to Outlook, Mon., Feb. 1*

*Intermediate Applications of Outlook, Tues., Feb. 2*

**Advanced Applications of SharePoint**

(Prerequisite: Intermediate Applications of SharePoint or equivalent experience.) Extend your SharePoint knowledge with advanced techniques for enriching your SharePoint sites. Learn to create views to customize and filter lists. Discover how galleries can make standard content, such as columns and content types, available throughout your site collection. Explore ways to provide access to site content, including creating custom permission levels and audience targeting. Additional topics include workflows and searching sites.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0565</b>	Fri., Nov. 20	Sandy Lux
	Location: West County	
<b>G0644</b>	Tues., Dec. 22	Sandy Lux
	Location: West County	
<b>G0835</b>	Tues., Feb. 9	Sandy Lux
	Location: West County	

**Advanced Topics in SharePoint: Site Management**

(Prerequisite: Intermediate Applications of SharePoint or equivalent experience.) Enhance your knowledge of SharePoint by exploring basic administrative features and specialized services. Tour the Central Administration and Shared Services sites to gain a basic understanding of administrative tasks. Learn to use Key Performance Indicator (KPI) lists to analyze progress on your organization's goals. Additional topics include using Excel Services to interact with spreadsheet data through your SharePoint sites and implementing information management policies for your lists and libraries.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0837</b>	Tues., Feb. 16	Sandy Lux
	Location: West County	

**SharePoint Designer 2007**

*Create Web pages and enhance your SharePoint sites using SharePoint Designer.*

*If you have taken an introductory course in Expression Web or FrontPage, you do not need to take the introductory SharePoint Designer course. The three Microsoft Web design programs (FrontPage, Expression Web, and SharePoint Designer) are very similar at the introductory level.*

**Introduction to Web Page Design Using SharePoint Designer**

(Prerequisite: Introduction to HTML or equivalent experience.) Learn to use SharePoint Designer to create Web pages that incorporate text, images, background art, and tables. Topics covered in class include formatting text for size, color, and alignment; creating ordered and unordered lists; and linking pages together with hyperlinks. Learn to place images on your pages and format text and images in columns using the table feature. Additional topics include creating transparent GIFs, inserting audio and video files, changing background color, and adding background textures to your Web pages.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0862</b>	Fri., Feb. 5	Julia Otto
	Location: West County	

**Intermediate Applications of SharePoint Designer**

(Prerequisite: Introduction to SharePoint Designer, FrontPage, or Expression Web or equivalent experience and Introduction to SharePoint.) Learn to use SharePoint Designer to customize your SharePoint site beyond the capabilities of the Web browser. Create and edit sites from within SharePoint Designer that include layouts and content not customizable from within a browser. Discover how to create lists and libraries in SharePoint Designer; add Web Part Zones and Web Parts, and work with List View Web Parts and Data View Web Parts, including conditional formatting of data. Start to explore Master Pages, how they are responsible for the consistent layout of your pages, and the relationship of Cascading Style Sheets with the Master Page.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0863</b>	Thurs., Feb. 11	Julia Otto
	Location: West County	

**Advanced Applications of SharePoint Designer**

(Prerequisite: Introduction to SharePoint Designer, FrontPage, or Expression Web or equivalent experience and Introduction to SharePoint.) Learn the advanced features of SharePoint Designer to further customize your SharePoint site. This course covers more advanced features of master pages, including working with the components (placeholders) that are common to all master pages. Discover how to customize an existing master page using HTML and CSS. You will also work with data sources, including creating connections to ODBC and using linked data sources to combine multiple data sources. Learn how to use the Workflow Designer Wizard to create, delete, and modify workflows.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0864</b>	Fri., Feb. 12	Julia Otto
	Location: West County	

**PROJECT MANAGEMENT**

*Whether you run a small business or you are a project director in a large corporation, Microsoft Project can help you manage your organization's resources and schedules.*

**Microsoft Project****Introduction to Project**

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to use Microsoft Project to organize your project's tasks, resources, and schedule. Create a Gantt planning chart from scratch by identifying and entering tasks, creating task dependencies and constraints, assigning resources, and printing out the finished chart. Establish the project calendar, determine and change task durations, view and check your project schedule, and use the schedule to track project status. You will also learn about the Critical Path and its importance in project management.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0600</b>	Tues., Nov. 24	Sandy Lux
	Location: West County	
<b>G0706</b>	Wed., Jan. 6	Sandy Lux
	Location: West County	
<b>G0818</b>	Thurs., Feb. 18	Julia Otto
	Location: West County	

**Intensive Project Training**

*Introduction to Project, Thurs., Feb. 18*

*Intermediate Applications of Project, Fri., Feb. 19*

**Intermediate Applications of Project**

(Prerequisite: Introduction to Project or equivalent experience.) This is a continuation of the Introduction to Project course for those who are working with multiple projects. Practice entering fixed costs, such as material and subcontract costs, and creating and assigning resources across several projects. Learn how to combine multiple projects into one consolidated master schedule. Topics include splitting tasks, as well as assigning priorities to tasks and subtasks. Additional topics include the various resource options, such as resource leveling, resource contouring, work assignment delays or overtime, resource loading, and assigning more than one resource value to a single resource.

**Fee: \$189**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0601</b>	Mon., Dec. 7	Sandy Lux
	Location: West County	
<b>G0707</b>	Wed., Jan. 13	Sandy Lux
	Location: West County	
<b>G0819</b>	Fri., Feb. 19	Julia Otto
	Location: West County	

**DRAWING/DIAGRAMMING TOOLS**

*Communicate ideas visually through Microsoft Visio drawings, including flowcharts, maps, and network diagrams.*

**Microsoft Visio****Introduction to Visio**

(Prerequisite: Introduction to Windows or equivalent experience.) Communicate complex business information and ideas with clarity using Visio diagrams. This course covers what you need to know to create effective diagrams, including flowcharts and block diagrams. Learn to use the tools and diagram types designed for specific disciplines and businesses, the predefined SmartShapes that can save you time and effort, connection points, gridlines, and alignment options. Personalize your diagrams with backgrounds, color coding, borders, formatted text, as well as your own custom shapes and designs.

**Fee: \$189**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0709</b>	Fri., Jan. 8	Dick Koerper
	Location: West County	

**Intermediate Applications of Visio**

(Prerequisite: Introduction to Visio or equivalent experience.) Learn the features that will uncover the power and flexibility of Visio. In this course, you'll go beyond the basics and discover how to create custom templates, use styles to quickly update shapes, and run macros to automate your work. Learn how to add behaviors to shapes and link your diagrams to databases. Create reports in a variety of formats, including HTML, to summarize information in your drawings. Other topics include importing Illustrator and CAD files, using custom properties, and exploring different types of drawings, such as network diagrams and maps.

**Fee: \$189**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0710</b>	Thurs., Jan. 14	Dick Koerper
	Location: West County	

**OFFICE 2007****Transitioning to Office 2007**

(Prerequisites: Experience using any version of Microsoft Word, Excel, Access, or PowerPoint. Specific skills include opening and saving files, using the mouse to navigate through documents, and using toolbars and menus to locate and run commands.) Learn what you need to know to make a smooth transition to Office 2007. This course gives you an overview of the interface differences between Office 2007 and previous Office suites, and helps you navigate effectively through the Office 2007 applications (Word, Excel, PowerPoint, and Access). Learn to use the new Ribbon to access commands and use Live Preview to check out formatting options. Discover how to use the new file formats and why you might need to save a file in a previous version. Increase your Office efficiency by customizing the Quick Access toolbar with the commands you frequently use.

**Fee: \$99**

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

<b>G0605</b>	Fri., Dec. 4	Nancy Haupt
	Location: West County	

**Half-Day Afternoon Class Meets 1:00-4:00pm (3 hours)**

<b>G0500</b>	Thurs., Nov. 5	Nancy Haupt
	Location: West County	
<b>G0708</b>	Tues., Jan. 26	Bill Barry
	Location: West County	
<b>G0816</b>	Tues., Feb. 23	Nancy Haupt
	Location: West County	

See p. 3 for a class on Transitioning to Windows 7.

**PRESENTATION GRAPHICS****Microsoft PowerPoint****Introduction to PowerPoint**

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to use PowerPoint to create effective presentations, from start to finish. Master the skills necessary to plan and develop presentations, including starting a presentation, editing text, reorganizing your slides to make a more logical presentation, adding multiple-level bulleted entries, and setting up a slide show. Learn how to use slide masters to make slide templates that are consistent in appearance. Additional topics include using drawing tools, clip art, and WordArt to create attractive art and logos that add impact to your presentation.

**Fee: \$189**

**PowerPoint 2003****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0684</b>	Mon., Dec. 14	Nancy Haupt
	Location: West County	

**PowerPoint 2007****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0703</b>	Wed., Jan. 6	Nancy Haupt
	Location: West County	

**Intermediate Applications of PowerPoint**

(Prerequisite: Introduction to PowerPoint or equivalent experience.) Learn more advanced features of PowerPoint, including charts, templates, and presentation techniques. Learn to create effective charts and graphs by keying in your data or by importing charts from other programs using PowerPoint's built-in datasheet capability. Learn to create hierarchical structures, like organizational charts. Discover how to alter the design templates' color schemes and create custom templates. Other topics include creating tables and linking between different Microsoft Office programs.

Fee: \$189

**PowerPoint 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0685** Tues., Dec. 15 Nancy Haupt  
Location: West County

**PowerPoint 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0704** Tues., Jan. 12 Nancy Haupt  
Location: West County

**Advanced Applications of PowerPoint**

(Prerequisite: Intermediate Applications of PowerPoint or equivalent experience.) Extend your knowledge of PowerPoint by exploring some of the program's advanced features. Learn to create hyperlinks that connect one slide to another, to a Web page, or to another file. Investigate how to insert movies and sounds into your presentations and create action buttons to play these sounds and movies. Use the ruler and guides to position elements, such as graphics and buttons, precisely on a slide. Additional topics include inserting comments to proof the presentation, learning how to run presentations on computers that don't have PowerPoint installed, and creating custom shows.

Fee: \$189

**PowerPoint 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0686** Wed., Dec. 16 Nancy Haupt  
Location: West County

**PowerPoint 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0578** Mon., Nov. 2 Mara Delcamp  
Location: West County  
**G0705** Wed., Jan. 20 Nancy Haupt  
Location: West County

**SPREADSHEET****Microsoft Excel****Introduction to Excel**

(Prerequisite: Introduction to Windows or equivalent experience.) Use Excel to create spreadsheets for accounting, budgeting, expense tracking, and other applications. Learn to set up and format worksheets and enter labels, values, and formulas. Discover how to select data, restrict data entry, adjust column widths, and move around the worksheet. Other topics include using simple statistical functions, editing and deleting data, moving and copying cell contents, understanding absolute and relative references, setting up worksheet pages, and printing.

Fee: \$189

**Excel 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0544** Mon., Nov. 9 Mara Delcamp  
Location: West County  
**G0661** Thurs., Dec. 3 Bill Barry  
Location: West County  
**G0734** Fri., Jan. 8 Bill Barry  
Location: West County  
**G0807** Tues., Feb. 16 Mara Delcamp  
Location: UM-St. Louis

**Excel 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0521** Fri., Nov. 6 Nancy Haupt  
Location: West County  
**G0670** Thurs., Dec. 10 Bill Barry  
Location: West County  
**G0713** Mon., Jan. 11 Bill Barry  
Location: West County  
**G0865** Tues., Feb. 23 Sandy Lux  
Location: West County

**Two-Evening Class Meets 6:30-9:30pm (6 hours)**

**T0249** Thurs., Nov. 12 & 19 Nancy Haupt  
Location: West County

**Intermediate Applications of Excel**

(Prerequisite: Introduction to Excel or equivalent experience. You should know how to create formulas using the formula bar and understand absolute and relative references.) Further your skills with Excel by learning to design effective spreadsheets that others can use and interpret easily. Practice applying effective design techniques, including naming cells, protecting cells, and making your spreadsheets easy to read. Additional topics include working with multiple worksheets, creating templates, rounding data, using conditional functions, and applying conditional formatting.

Fee: \$189

**Excel 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0545** Mon., Nov. 16 Mara Delcamp  
Location: West County  
**G0662** Fri., Dec. 11 Bill Barry  
Location: West County  
**G0735** Fri., Jan. 15 Bill Barry  
Location: West County  
**G0808** Tues., Feb. 23 Mara Delcamp  
Location: UM-St. Louis

**Two-Evening Class Meets 6:30-9:30pm (6 hours)**

**T0200** Thurs., Nov. 5 & 12 Bill Barry  
Location: West County

**Excel 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0522** Fri., Nov. 13 Nancy Haupt  
Location: West County  
**G0671** Thurs., Dec. 17 Bill Barry  
Location: West County  
**G0714** Tues., Jan. 19 Bill Barry  
Location: West County  
**G0866** Wed., Feb. 24 Sandy Lux  
Location: West County

**Intensive Excel Training**

Are you coming from a distance? Do you want three consecutive days of training? Join us for Excel 2007 week. Each one-day class costs \$189.

*Introduction to Excel, Tues., Feb. 23  
Intermediate Applications of Excel, Wed., Feb. 24  
Advanced Applications of Excel, Thurs., Feb. 25*

### Advanced Applications of Excel

(Prerequisite: Intermediate Applications of Excel or equivalent experience.) Further your knowledge of Excel by learning advanced functions and database management techniques, including sorting and filtering data, using database statistical functions, and adding sub-totals. Get the most out of your Excel applications by linking data between worksheets and workbooks. Other topics include using lookup tables and performing what-if analysis using Goal Seek and scenarios.

Fee: \$189

#### Excel 2003

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0663** Fri., Dec. 18 Bill Barry  
Location: West County

**G0736** Thurs., Jan. 21 Mara Delcamp  
Location: West County

#### Excel 2007

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0523** Fri., Nov. 20 Nancy Haupt  
Location: West County

**G0715** Wed., Feb. 3 Bill Barry  
Location: West County

**G0867** Thurs., Feb. 25 Sandy Lux  
Location: West County

### Creating Charts with Excel

(Prerequisite: Intermediate Applications of Excel or equivalent experience.) Learn to use Excel to create powerful graphic presentations, including bar graphs, pie charts, exploded pies, line graphs, scatter plots, and three-dimensional graphs. Discover how to scale and format graphs, properly select data ranges, add titles and labels, set up legends, use grids and color, and make other graphic enhancements. Learn to select the appropriate graph type for your data and to alter that graph for your specific needs. Other topics include principles of graphing, printing graphs, and effective spreadsheet design to aid in graphing.

Fee: \$189

#### Excel 2003

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0737** Fri., Jan. 29 Mara Delcamp  
Location: West County

#### Excel 2007

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0524** Mon., Nov. 23 Bill Barry  
Location: West County

### Special Topics in Excel: Formulas and Functions

(Prerequisite: Intermediate Applications of Excel or equivalent experience.) Extend your use of Excel functions and formulas. Look at commonly used text and data functions, including changing the case of text, combining text cell contents (e.g., first and last names), and comparing cell contents. Work with date and time functions and logical functions. Other topics will include using simple form fields to select items from a list (note that this will not cover creation of custom forms, as that requires VBA), using the formula editing toolbar to check your data and solve formula errors, and working with arrays.

Fee: \$189

#### Excel 2003

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0664** Wed., Dec. 16 Bill Barry  
Location: West County

#### Excel 2007

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0887** Fri., Mar. 5 Bill Barry  
Location: West County

### Special Topics in Excel: Data Manipulation

(Prerequisite: Intermediate Applications of Excel or equivalent experience.) Learn the skills you need to do more with your Excel data. In this course, you'll discover ways to save time and increase your efficiency, whether you are working with one large spreadsheet or multiple tables. Find out how you can combine portions of several lists or tables into one consolidated table. Discover how to navigate with hyperlinks through multiple sheets of a workbook, multiple workbooks, or even to other programs. Save valuable time by accessing custom-made views of your spreadsheet. Topics include how to eliminate repetitive typing by creating, modifying, and printing comments for compressed notations on spreadsheets; use Group and Outline to quickly show and print totals in sections of your spreadsheet; and create styles to use in multiple spreadsheets.

Fee: \$189

#### Excel 2003

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0739** Wed., Jan. 27 Mara Delcamp  
Location: West County

#### Excel 2007

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0817** Mon., Feb. 15 Mara Delcamp  
Location: West County

### Accelerated Topics in Excel: Introduction to PivotTables

(Prerequisite: Intermediate Applications of Excel or equivalent experience.) In this quick-paced, introductory course, you will learn how to save time extracting, organizing, and summarizing meaningful data from Excel spreadsheets or other sources by creating interactive PivotTables and PivotCharts. In this course, you will learn to summarize large amounts of information in a few steps using Excel's PivotTable and PivotChart Wizard. You will learn how to create and customize a PivotTable, view subsets of data, and show or hide details. You will also discover how to create and design a PivotChart to view the summarized data in graphical format.

Fee: \$99

#### Excel 2003

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

**G0535** Thurs., Nov. 12 Bill Barry  
Location: West County

#### Excel 2007

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

**G0878** Fri., Feb. 26 Bill Barry  
Location: West County

### Accelerated Topics in Excel: Intermediate PivotTables

(Prerequisite: Excel PivotTables: Introduction or equivalent experience.) In this fast-paced course, discover the advanced features of PivotTables that will enhance your ability to view and analyze data. Learn to create PivotTables from multiple consolidation ranges, use macros to refresh your data, synchronize multiple tables, and set up interactive Web data summaries. You will create PivotTables from a large database to view specific data and work with calculation and date fields. Discover the tips and shortcuts that will make you more efficient and your PivotTables more effective in summarizing your data.

Fee: \$99

#### Excel 2003

**Half-Day Afternoon Class Meets 1:00-4:00pm (3 hours)**

**G0536** Thurs., Nov. 12 Bill Barry  
Location: West County

#### Excel 2007

**Half-Day Afternoon Class Meets 1:00-4:00pm (3 hours)**

**G0879** Fri., Feb. 26 Bill Barry  
Location: West County

**Excel Macros**

(Prerequisites: Significant Excel experience and Intermediate Applications of Excel or equivalent experience. Students should have a solid knowledge of Excel, a strong background using conditional statements, and substantial experience working with spreadsheets before taking this class.) In this two-day class, discover the power of macros by using Visual Basic for Applications to automate your Excel applications. Visual Basic terminology, such as procedures, methods, properties, and objects, will be introduced and used to create and edit Excel macros. Learn to record, edit, and run macros. Understand how to modify recorded macros and write original macros using Visual Basic in order to customize your interface and create dialog boxes for input and messages. Additional topics include using control structures, such as conditionals and loops.

**Fee:** \$339

**Excel 2003**

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0765** Wed., Jan. 6 & Thurs., Jan. 7 Bill Barry  
Location: West County

**Excel 2007**

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0698** Mon., Dec. 7 & Tues., Dec. 8 Bill Barry  
Location: West County

**WORD PROCESSING****Microsoft Word****Introduction to Word**

(Prerequisite: Introduction to Windows or equivalent experience using the mouse.) Learn to use Microsoft Word to create and save word processing documents. Learn to enter and edit text, control line spacing, format a document, and use non-printing characters. Discover the ease of making changes by moving, copying, and pasting text. Understand the difference between Save and Save As and how to set up documents for printing. Learn how to apply paragraph formatting in your documents, including properly setting paragraph indents and tabs and centering text. Other topics include changing the type style, inserting the date, and using the Find and Replace commands to make global changes.

**Fee:** \$189

**Word 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0572** Tues., Nov. 10 Nancy Haupt  
Location: West County

**G0804** Wed., Feb. 24 Nancy Haupt  
Location: West County

**Word 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0725** Thurs., Jan. 28 Nancy Haupt  
Location: West County

**Intermediate Applications of Word**

(Prerequisite: Introduction to Word or equivalent experience.) Further your Word skills as you learn about formatting, tables, and mail merge. Discover how to create tables to format data and text on your page. Table topics include inserting and deleting rows and columns, editing tables, creating borders, and other formatting techniques. Understand how to insert section breaks in a document in order to format specific areas or customize page numbering. Learn to create personalized form letters and perform queries using Mail Merge. Other topics include headers and footers; text flow options, such as widow/orphan control; and the Paste Special feature.

**Fee:** \$189

**Word 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0573** Wed., Nov. 18 Nancy Haupt  
Location: West County

**G0805** Tues., Mar. 2 Nancy Haupt  
Location: West County

**Word 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0826** Fri., Feb. 5 Nancy Haupt  
Location: West County

**Advanced Applications of Word**

(Prerequisite: Intermediate Applications of Word or equivalent experience.) This fast-paced continuation of the intermediate Word class is designed for those who want to use the more advanced features of the Word program. Learn to create sophisticated documents that feature multi-column, newspaper-style formats. Discover how to import graphics and artwork and integrate graphics and columns. Learn how to define styles and templates for document formats that you frequently use. Create and run simple macros for automating repetitive tasks. Use the features that make it easier to share documents with others, including adding comments and tracking changes.

**Fee:** \$189

**Word 2003**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0574** Tues., Nov. 24 Nancy Haupt  
Location: West County

**Word 2007**

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0827** Thurs., Feb. 11 Mara Delcamp  
Location: West County

**DATABASE****Microsoft Access****Introduction to Access**

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to use the Microsoft Access database system to keep track of inventory, update mailing lists, and manage information files. Master the skills necessary to plan and design a table, as well as add, change, and delete data. Learn how to perform queries on single and multiple tables to find and display data. Discover how to generate simple forms and reports to access or print out the information that you need. Additional topics include global changes, sorting data, date arithmetic, modifying the table structure, and database management.

**Fee:** \$339

**Access 2003**

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0584** Thurs., Nov. 5 & Fri., Nov. 6 Sandy Lux  
Location: West County

**G0667** Tues., Dec. 1 & Wed., Dec. 2 Sandy Lux  
Location: West County

**G0727** Wed., Jan. 27 & Thurs., Jan. 28 Bill Barry  
Location: West County

**G0891** Thurs., Feb. 25 & Fri., Feb. 26 Dick Koerper  
Location: UM-St. Louis

**Access 2007**

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0558** Wed., Nov. 18 & Thurs., Nov. 19 Sandy Lux  
Location: West County

**G0766** Wed., Jan. 20 & Thurs., Jan. 21 Sandy Lux  
Location: West County

### Intermediate Applications of Access

(Prerequisite: Introduction to Access or equivalent experience.) Increase your knowledge of Access by learning to create effective tables, forms, and reports. Discover how to design effective forms so you can easily enter, edit, and delete information. Learn the principles of data validation and how to error-trap your inputs. This course covers special techniques for creating sophisticated reports, grouping data for subtotals, and generating mailing labels. Additional topics include understanding field properties, working with indexes and primary keys, using functions in queries and reports, and creating summary reports.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0585** Wed., Nov. 18 & Thurs., Nov. 19 Bill Barry  
Location: West County

**G0668** Wed., Dec. 16 & Thurs., Dec. 17 Sandy Lux  
Location: West County

**G0828** Mon., Feb. 8 & Tues., Feb. 9 Bill Barry  
Location: West County

#### Access 2007

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0537** Mon., Nov. 2 & Tues., Nov. 3 Bill Barry  
Location: West County

**G0659** Thurs., Dec. 3 & Fri., Dec. 4 Sandy Lux  
Location: West County

**G0855** Tues., Feb. 2 & Wed., Feb. 3 Sandy Lux  
Location: West County

### Advanced Applications of Access

(Prerequisite: Intermediate Applications of Access or equivalent experience.) This course covers a variety of practical tips and techniques for designing and using Access databases. Learn to write special purpose queries, including crosstab and union queries, and design reports that include running sums and conditional formatting. Practice using text, date, and conditional functions to manipulate data. Create complex parameter queries and custom forms to supply parameter values. Additional topics include inserting subreports and using PivotTables and PivotCharts to summarize your data.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0586** Mon., Nov. 30 & Tues., Dec. 1 Bill Barry  
Location: West County

#### Access 2007

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0538** Mon., Nov. 16 & Tues., Nov. 17 Bill Barry  
Location: West County

### Advanced Topics in Access: Database Design

(Prerequisite: Intermediate Applications of Access or equivalent experience.) Further your skills in database design by learning to effectively manage a relational database system and work with multiple tables simultaneously. Learn how to identify items to be stored in a database, establish relationships between the items, and group the items in the appropriate tables. Topics include linking database tables, generating reports from multiple tables, querying multiple tables, and updating tables. Strong emphasis will be on effective database design and how to structure tables within the database.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0829** Mon., Feb. 22 & Tues., Feb. 23 Bill Barry  
Location: West County

#### Access 2007

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0868** Wed., Feb. 17 & Thurs., Feb. 18 Sandy Lux  
Location: West County

### Advanced Topics in Access: Macros

(Prerequisite: Intermediate Applications of Access or equivalent experience.) Learn how to use Access macros to automate a database. Create forms with command buttons that guide users through the typical functions of a database, such as entering and modifying data, searching for specific records, and printing a selection of reports. You will design macros that control the startup of a database, filter data, synchronize multiple forms to the same record, and perform record searches based on user input.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0769** Thurs., Jan. 7 & Fri., Jan. 8 Sandy Lux  
Location: West County

### Programming Applications of Access: Level 1

(Prerequisite: Intermediate Applications of Access and Introduction to Programming Concepts or equivalent experience.) Increase the speed and efficiency of your databases and create customized applications through Access Visual Basic for Applications (VBA). You'll learn to use programming control structures to automate your database applications, as well as reduce your database size to save disk space, use less memory, and make your applications run faster. Write code and create variables and control structures using the Visual Basic Editor window. Along with basic commands, techniques, and error trapping, you'll discover the differences among the various programming modules and learn about events, variables, and constants. Other topics include automating the opening and closing forms and other objects; programmatically filtering your forms and reports; and using option groups, list boxes, and combo boxes.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0687** Mon., Dec. 7 & Tues., Dec. 8 Frank Richey  
Location: West County

### Programming Applications of Access: Level 2

(Prerequisite: Programming Applications of Access: Level 1 or equivalent experience.) Build on your knowledge of Access programming using more advanced VBA programming code. Learn how to use ActiveX Data Objects (ADO) coding techniques and Recordset objects to work with your data. Develop error-free applications using formal error-trapping techniques to trap, collect, and respond to errors. Additional topics include using loops to repeat operations and programming your applications using ActiveX controls.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0688** Mon., Dec. 21 & Tues., Dec. 22 Frank Richey  
Location: West County

### Programming Applications of Access: Level 3

(Prerequisites: Programming Applications of Access: Level 2 or equivalent experience.) Learn how to make your code more efficient, expand your knowledge of VBA ADO coding techniques using recordsets, and save time and effort through automation. Learn to use recordsets to modify record data record-by-record, as well as make bulk record changes, create and delete objects using code, and establish relationships between objects using VBA code. Examine useful application optimization techniques, such as variable arrays, connection objects, and constants. Other topics include importing data from an external database, text file, or Excel spreadsheet and automating by creating and controlling Excel and Outlook from an Access database.

Fee: \$339

#### Access 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0789** Wed., Jan. 6 & Thurs., Jan. 7 Frank Richey  
Location: West County

## FileMaker Pro

### Introduction to FileMaker Pro

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to use the FileMaker database system to help you keep track of inventory, update mailing lists, and manage information files. Master the skills necessary to plan and design a database, as well as add, change, and delete data. Additional topics include working with multiple layouts/reports, using Date type data, using the drawing tools, manipulating your database with the Sort and Find commands, converting an Excel data table into a FileMaker database, and exporting a FileMaker table into Excel format.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0634** Mon., Dec. 14 Dick Koerper  
Location: West County

### Intermediate Applications of FileMaker Pro

(Prerequisite: Introduction to FileMaker Pro or equivalent experience.) Increase your knowledge of FileMaker Pro by learning techniques for designing an effective database. Learn to use the calculation and summary fields to customize your database files. Learn to automatically look up data by linking one database or table to another in order to populate a table. Discover how to create more sophisticated reports, including defining and placing totals and subtotals within reports. Other topics covered include mail merge, generating mailing labels, converting files from earlier versions, and creating a static HTML table to display your data on the Web.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0635** Tues., Dec. 15 Dick Koerper  
Location: West County

### Advanced Applications of FileMaker Pro

(Prerequisite: Intermediate Applications of FileMaker Pro or equivalent experience.) Learn to effectively use a relational database system to work with multiple databases. Discover how to use scripts to automate your FileMaker database, link to other FileMaker databases, create buttons, and use repeating fields. Additional topics include templates and using text parsing calculations to filter out unneeded text. Learn to create an interactive Web site using a FileMaker database and set up security for your database.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0636** Wed., Dec. 16 Dick Koerper  
Location: West County

## Intensive FileMaker Pro Training

*Introduction to FileMaker Pro*, Mon., Dec. 14

*Intermediate Applications of FileMaker Pro*, Tues., Dec. 15

*Advanced Applications of FileMaker Pro*, Wed., Dec. 16

## Intensive Crystal Reports Training

*Introduction to Crystal Reports*, Wed., Dec. 9

*Intermediate Applications of Crystal Reports*, Thurs., Dec. 10

*Advanced Applications of Crystal Reports*, Fri., Dec. 11

## DATABASE (CLIENT/SERVER) REPORTS

### Crystal Reports

#### Introduction to Crystal Reports

(Prerequisite: Introduction to Windows or equivalent experience, and an understanding of basic database concepts.) Learn to use Crystal Reports to create meaningful, dynamic reports from your raw data. Practice connecting to a variety of data sources to retrieve data for your reports. Learn to use Crystal Reports' filtering capabilities to select specific records, based on criteria you provide. Organize and summarize your data by sorting and grouping records. Set up simple formula fields to manipulate text and string data. Additional topics include inserting text objects and special fields and applying basic formatting to customize the appearance of your reports.

Fee: \$269

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0656** Wed., Dec. 9 Sandy Lux  
Location: West County

**G0721** Thurs., Jan. 14 Bill Barry

Location: West County

#### Intermediate Applications of Crystal Reports

(Prerequisite: Introduction to Crystal Reports or equivalent experience.) Explore the flexibility and control of Crystal Reports, as you learn to manipulate report data and create sophisticated, customized reports. Discover how to write formulas to insert derived data, customize group names, and isolate the information you need. Additional topics include connecting to multiple data sources and adding running total fields.

Fee: \$269

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0657** Thurs., Dec. 10 Sandy Lux  
Location: West County

**G0722** Fri., Jan. 22 Bill Barry

Location: West County

#### Advanced Applications of Crystal Reports

(Prerequisite: Intermediate Applications of Crystal Reports or equivalent experience.) Explore Crystal Reports' advanced capabilities for creating dynamic and specialized reports. Learn to use parameters to insert or select data "on the fly," write advanced formulas, and create subreports to include multiple reports within one report document. Find out how Crystal Reports uses SQL commands to select report data, and learn to write your own simple SQL statements to select data for your reports. You'll also learn to create cross-tab reports to group and summarize data in two directions.

Fee: \$269

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0658** Fri., Dec. 11 Sandy Lux  
Location: West County

**G0723** Fri., Jan. 29 Bill Barry

Location: West County

#### Advanced Topics in Crystal Reports: Designing Reports

(Prerequisite: Intermediate Applications of Crystal Reports or equivalent experience.) Learn to use special report design and formatting techniques to create professional reports. Apply highlighting and conditional formatting to change your report's appearance based on specific data, and create templates to standardize formatting across multiple reports. Display your data graphically by setting up and manipulating charts, and learn to use the Section Expert to insert new sections and customize section formatting.

Fee: \$269

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0527** Tues., Nov. 3 Sandy Lux  
Location: West County

**G0824** Thurs., Feb. 4 Sandy Lux

Location: West County

## CLIENT SERVER

### SQL

#### Introduction to SQL

(Prerequisite: Introduction to Windows and Introduction to Access or equivalent experience with another database.) This course introduces SQL using Microsoft SQL Server to demonstrate generic SQL commands that can be used with a variety of client/server database systems. Learn how to do ad-hoc queries on a database to select the information you need. Topics include SQL syntax, data definition language, and data manipulation language. Learn how to create and update tables, as well as order data, group data, and generate totals.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0532</b>	Mon., Nov. 9	Sandy Lux
	Location: West County	
<b>G0645</b>	Wed., Dec. 9	Andrew Schwartz
	Location: UM-St. Louis	
<b>G0778</b>	Thurs., Jan. 14	Sandy Lux
	Location: West County	

#### Two-Evening Class Meets 6:30-9:30pm (6 hours)

<b>T0356</b>	Tues., Feb. 16 & 23	Andrew Schwartz
	Location: West County	

#### Intermediate Applications of SQL

(Prerequisite: Introduction to SQL or equivalent experience.) This course is designed for those who want to use more advanced SQL commands and work with multiple tables. This course uses Microsoft SQL Server to demonstrate generic SQL commands that can be used with a variety of client/server database systems. Learn how to do more complicated queries on a database to select the information you need. Topics include creating indexes, changing tables, performing subqueries, and creating views. Learn about different types of joins, such as inner joins, outer joins, and Cartesian products.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0533</b>	Tues., Nov. 10	Sandy Lux
	Location: West County	
<b>G0646</b>	Thurs., Dec. 10	Andrew Schwartz
	Location: UM-St. Louis	
<b>G0779</b>	Fri., Jan. 22	Sandy Lux
	Location: West County	

#### Advanced Applications of SQL

(Prerequisite: Intermediate Applications of SQL or equivalent experience.) This course uses Microsoft SQL Server to demonstrate generic SQL commands that can be used with a variety of client/server database systems. Learn how to properly design a relational database and structure tables within the database. Learn the purpose of and how to specify primary and foreign keys. Understand the purpose and advantages of referential integrity and how it can affect data maintenance and prevent errors. Additional topics include using the UNION operation to combine the results of two queries into a single result set and using ROLLUP and CUBE to summarize data.

Fee: \$189

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0534</b>	Wed., Nov. 11	Sandy Lux
	Location: West County	
<b>G0617</b>	Fri., Dec. 11	Andrew Schwartz
	Location: UM-St. Louis	
<b>G0780</b>	Thurs., Jan. 28	Sandy Lux
	Location: West County	

#### Two-Evening Class Meets 6:30-9:30pm (6 hours)

<b>T0203</b>	Tues., Nov. 10 & 17	Andrew Schwartz
	Location: West County	

## Transact-SQL Programming

*Transact-SQL is Microsoft's extension to the SQL language and can help increase the flexibility of your database applications.*

### SQL Programming: Level 1

(Prerequisites: Intermediate Applications of SQL or equivalent experience.) This course introduces SQL Server programming using Transact-SQL, Microsoft's proprietary extension to the SQL language. Learn how Transact-SQL can help you increase the flexibility and usefulness of your database applications. Write and execute blocks of code that interact with your SQL Server data by combining SQL statements with Transact-SQL programming constructs. Learn how to declare and reference variables and use cursors to process rows returned by a query. Additional topics include writing conditional and looping structures to control the flow of your statements and using the Try...Catch construct to handle exceptions.

Fee: \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

<b>G0881</b>	Mon., Feb. 1 & Tues., Feb. 2	Andrew Schwartz
	Location: West County	

### SQL Programming: Level 2

(Prerequisites: SQL Programming: Level 1 or equivalent experience.) Extend and apply your knowledge of Transact-SQL by incorporating common programming constructs with various SQL commands and functions. Learn to write practical, reusable functions and call these user-defined functions from SQL expressions. Understand how to use triggers and practice writing triggers that respond to data manipulation events, such as inserting, updating, and deleting records. Additional topics include using output parameters and working with dynamic SQL.

Fee: \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

<b>G0882</b>	Mon., Feb. 15 & Tues., Feb. 16	Andrew Schwartz
	Location: West County	

## SQL Server Reporting Services

### Introduction to SQL Reporting Services

(Prerequisite: Introduction to SQL or equivalent experience.) Learn to create professional-quality reports from SQL Server and other ODBC-compliant databases. Discover how to create both standard and ad-hoc reports and deliver them via print, Web, e-mail, and PDF files. Find out how you can create an environment that allows users to design their own reports with limited database knowledge. Learn to build and format reports with headers, footers, titles, totals, and calculations. The reports you create can contain tables, charts (or both), and can drill-down to other reports for greater detail.

Fee: \$239

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

<b>G0546</b>	Mon., Nov. 16	Andrew Schwartz
	Location: West County	
<b>G0820</b>	Wed., Feb. 10	Andrew Schwartz
	Location: West County	

## Intensive SQL Reporting Services Training

*Introduction to SQL Reporting Services, Wed., Feb. 10  
Intermediate Applications of SQL Reporting Services, Thurs., Feb. 11  
Advanced Applications of SQL Reporting Services, Fri., Feb. 12*

**Intermediate Applications of SQL Reporting Services**

(Prerequisite: Introduction to SQL Reporting Services and Intermediate Applications of SQL or knowledge of joins, or equivalent experience.) Learn to create sophisticated reports that are customized for your specific needs. This course shows you how to display multiple data sets on one report and combine graphics with and without data for visual impact. Other topics include using multi-value parameters and preparing matrix (cross-tab) reports with drill-down capabilities. Learn how to protect your data through model item security, security filters, and opaque expressions. Generate practical reports that display the information needed for decision-making.

**Fee: \$239****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0547</b>	Tues., Nov. 17	Andrew Schwartz
	Location: West County	
<b>G0821</b>	Thurs., Feb. 11	Andrew Schwartz
	Location: West County	

**Advanced Applications of SQL Reporting Services**

(Prerequisite: Intermediate Applications of SQL Reporting Services or equivalent experience.) Learn the techniques to make your reports more flexible and efficient. Topics include creating drill-down reports to display detail, either from other reports or from charts, and using lists for flexibility in arranging data on reports. Discover how subreports can increase your efficiency by reusing code, allow you to display reports inside the current report, and enable use of multiple data sources. Learn about report delivery methods, including subscriptions and attachments to addresses in an e-mail list.

**Fee: \$239****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0548</b>	Wed., Nov. 18	Andrew Schwartz
	Location: West County	
<b>G0822</b>	Fri., Feb. 12	Andrew Schwartz
	Location: West County	

**Microsoft SQL Server Analysis Services****Introduction to SQL Server Analysis Services****New!**

(Prerequisite: Advanced Applications of SQL or equivalent experience. Students should have experience with primary and foreign keys, Pivot command, and set operations.) This course introduces the Multidimensional Expressions (MDX) language as it is used in Microsoft Analysis Services. Learn how to perform ad-hoc data retrieval from online analytical processing (OLAP) cubes to select the information you need. Topics include establishing the order of the output, selecting slices of the cube, using MDX functions, and developing calculated members of dimensions. Understand the differences and similarities between online analytical processing and online transactional processing.

**Fee: \$239****One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0575</b>	Fri., Dec. 4	Andrew Schwartz
	Location: West County	
<b>H0100</b>	Fri., Mar. 5	Andrew Schwartz
	Location: West County	

**Microsoft SQL Server System Administration****Introduction to SQL Server System Administration**

(Prerequisite: Intermediate Applications of SQL or equivalent experience.) Learn the basics of installing, configuring, and administering Microsoft SQL Server. Get an overview of SQL Server and how the current version differs from previous versions. Install and configure Microsoft SQL Server Enterprise Edition and learn about the various SQL Server editions. Investigate how to troubleshoot your

installation, along with how to install and troubleshoot the client tools used to connect to SQL Server. Learn about some of the common tools and utilities, such as the SQL Server Management Studio, that come with the program and can assist you in managing your database. Discuss SQL Server security from the standpoint of creating and working with user logon accounts and setting database security through database permissions.

**Fee: \$399****Version 2005****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0856</b>	Tues., Feb. 16 & Wed., Feb. 17	Frank Richey
	Location: West County	

**Version 2008****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0594</b>	Mon., Nov. 16 & Tues., Nov. 17	Frank Richey
	Location: West County	
<b>G0771</b>	Wed., Jan. 13 & Thurs., Jan. 14	Frank Richey
	Location: West County	

**Intermediate SQL Server System Administration**

(Prerequisite: Introduction to SQL Server System Administration or equivalent experience.) This course is a continuation of the introductory course, with an emphasis on maintenance, optimization, and performance tuning of a SQL Server database. Investigate how to plan the space requirements for a database and control its size. Learn to optimize queries and defragment, import, export, back up, and restore databases. Additional topics include index tuning, multi-user considerations, an introduction to SQL Server Integration Services (SSIS), and disaster recovery considerations.

**Fee: \$399****Version 2005****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0582</b>	Mon., Nov. 9 & Tues., Nov. 10	Frank Richey
	Location: West County	
<b>G0857</b>	Tues., Feb. 23 & Wed., Feb. 24	Frank Richey
	Location: West County	

**Version 2008****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0595</b>	Mon., Nov. 30 & Tues., Dec. 1	Frank Richey
	Location: West County	
<b>G0772</b>	Mon., Jan. 25 & Tues., Jan. 26	Frank Richey
	Location: West County	

**Advanced SQL Server System Administration**

(Prerequisite: Intermediate SQL Server System Administration or equivalent experience.) Explore advanced techniques using SQL Server to store and retrieve data from other SQL Server and other heterogeneous data sources. Probe deeper into the administration of SQL Server with a discussion of the Microsoft Distributed Transaction Coordinator and distributed transactions. Investigate various methods of storing and retrieving data from multiple locations, including linked servers, data replication, and log shipping. Learn how to configure snapshot, transactional, and merge replication and the advantages and disadvantages of each.

**Fee: \$399****Version 2005****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0583</b>	Mon., Nov. 23 & Tues., Nov. 24	Frank Richey
	Location: West County	
<b>H0158</b>	Tues., Mar. 9 & Wed., Mar. 10	Frank Richey
	Location: West County	

**Version 2008****Two-Day Class Meets 8:30am-4:00pm (13 hours)**

<b>G0873</b>	Mon., Feb. 8 & Tues., Feb. 9	Frank Richey
	Location: West County	

## Oracle

### Fundamentals of SQL Using Oracle: Level 1

(Prerequisite: Introduction to Windows and Introduction to Access or equivalent experience with another database.) This course introduces a variety of SQL commands useful in working with Oracle databases. Learn to create effective queries by using SQL SELECT statements to retrieve and sort records from your tables. Work with comparison and logical operators to display only records that meet certain criteria. Practice creating tables and inserting, updating, and deleting records. Additional topics include deleting, renaming, and truncating tables and controlling transactions by committing and reversing database changes.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0718** Wed., Jan. 27 Andrew Schwartz  
Location: West County

### Fundamentals of SQL Using Oracle: Level 2

(Prerequisite: Fundamentals of SQL Using Oracle: Level 1 or equivalent experience.) Further your SQL skills using Oracle by refining your queries to retrieve the information you need from single and multiple tables. Understand the different types of joins and how to use them to display data from multiple tables. Learn to use a variety of SQL functions to replace null values, perform calculations, and customize the format of date data. Practice using SQL group functions to count records, determine minimum and maximum values, calculate sums and averages, and display subtotals. Additional topics include creating and understanding the appropriate uses of views and subqueries.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0719** Thurs., Jan. 28 Andrew Schwartz  
Location: West County

### Fundamentals of SQL Using Oracle: Level 3

(Prerequisite: Fundamentals of SQL Using Oracle: Level 2 or equivalent experience.) This course focuses on advanced applications of SQL in an Oracle environment, including managing tables and users. Practice creating sophisticated tables that include constraints to validate your data. Understand the rules of referential integrity and how to create primary and foreign keys that enforce these rules. Learn to modify the structure of existing tables by adding, deleting, and renaming columns. Control database access by creating users and roles and granting object and system privileges. Additional topics include writing and executing SQL scripts and creating and maintaining indexes, sequences, and synonyms.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0720** Fri., Jan. 29 Andrew Schwartz  
Location: West County

## Intensive Oracle Training

Do you want three intensive days of training? Join us for Oracle week. Each one-day class costs \$189.

*Fundamentals of SQL Using Oracle: Level 1, Wed., Jan. 27*

*Fundamentals of SQL Using Oracle: Level 2, Thurs., Jan. 28*

*Fundamentals of SQL Using Oracle: Level 3, Fri., Jan. 29*

### Oracle Programming Using PL/SQL: Level 1

(Prerequisite: Fundamentals of SQL Using Oracle: Level 2 or Accelerated Fundamentals of SQL Using Oracle or equivalent experience.) Learn how Oracle's PL/SQL programming language can help you increase the flexibility and usefulness of your database applications. Write and execute blocks of code that interact with your Oracle data by combining SQL statements with PL/SQL programming constructs. Learn how to declare and reference variables in PL/SQL and use cursors to process rows returned by a query. Practice writing conditional and looping structures to control the flow of statements within your PL/SQL blocks. Throughout the course, you will learn and apply many techniques for writing effective code, including using efficient logic, incorporating accepted naming conventions, and commenting your code.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0576** Mon., Nov. 9 & Tues., Nov. 10 Andrew Schwartz  
Location: West County

**G0838** Thurs., Feb. 25 & Fri., Feb. 26 Andrew Schwartz  
Location: West County

### Oracle Programming Using PL/SQL: Level 2

(Prerequisite: Oracle Programming Using PL/SQL: Level 1 or equivalent experience.) Extend and apply your knowledge of PL/SQL by writing reusable procedures, functions, and packages that incorporate common programming constructs along with various SQL commands and functions. Understand the different types of triggers and learn to write triggers that respond to data manipulation events, such as inserting, updating, and deleting records. Additional topics include learning effective methods for testing your code, handling errors, and managing program units and triggers.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0577** Mon., Nov. 30 & Tues., Dec. 1 Andrew Schwartz  
Location: West County

**H0139** Thurs., Mar. 11 & Fri., Mar. 12 Andrew Schwartz  
Location: West County

## WEB PAGE DESIGN

### HTML

#### Introduction to HTML

(Prerequisite: Introduction to Windows or equivalent experience. Students should be familiar with the Windows interface and be able to copy and paste material from one document to another, as well as move, change, resize, and manage multiple windows.) This course introduces the basics of creating Web pages using Hypertext Markup Language (HTML). Understand the philosophy of HTML, good Web page design, and how a markup language works. Learn the basic HTML document elements, tags, and structures and what pitfalls to avoid in Web page design. Topics include titles, headings, paragraphs, nested lists, horizontal rules, line breaks, basic formatting techniques, and changing text appearance and color. Additional topics include using special characters, importing images, and setting up hypertext links on Web pages.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0607** Mon., Dec. 7 Dick Koerper  
Location: UM-St. Louis

**G0781** Tues., Jan. 12 Julia Otto  
Location: West County

**G0814** Wed., Feb. 24 Julia Otto  
Location: West County

### Intermediate Applications of HTML

(Prerequisite: Introduction to HTML or equivalent experience.) This course covers additional features of the HTML language, including techniques for planning and creating attractive Web pages that combine text, images, video, and sound. Topics include creating tables for data, as well as for multiple-column page design. Learn to use the table features to align images with text, create newspaper-style columns, and insert side heads. Learn to create attractive Web pages that effectively combine images, text, and hyperlinks in a nested table format. Additional topics include importing video and sounds, aligning text to images, and planning pages for both content and design. Learn how to create attractive Web pages for a variety of platforms and browsers.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0608</b>	Tues., Dec. 8 Location: UM-St. Louis	Dick Koerper
<b>G0782</b>	Wed., Jan. 20 Location: West County	Bill Barry
<b>G0815</b>	Thurs., Feb. 25 Location: West County	Julia Otto

### Advanced Applications of HTML

(Prerequisite: Intermediate Applications of HTML or equivalent experience.) Enhance the design and effectiveness of your Web pages using the advanced features of HTML. Learn basic CSS code for formatting text and the DIV tag for page layout. Create forms that include multiple-choice questions, comment boxes, and buttons so your users can interact with your site and you can gather useful information and feedback. Learn how to create client-side image maps. Additional topics include META tags, inserting Flash files, and how to publish your Web pages using FTP.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0588</b>	Wed., Nov. 4 Location: West County	Bill Barry
<b>G0783</b>	Mon., Jan. 25 Location: West County	Bill Barry

### Cascading Style Sheets

#### Introduction to Cascading Style Sheets

(Prerequisite: Intermediate Applications of HTML or equivalent experience.) This course covers using Cascading Style Sheets to effectively and efficiently format and position Web page elements. Learn to create Cascading Style Sheets to add presentation-type effects, visual qualities, and layout options to your Web pages. Learn to create drop caps, insert page breaks for printing, place images and other Web elements on your page, incorporate links that change color as the mouse passes over them, and access additional text and font properties. Understand how to create style sheets that are embedded in a particular page, external style sheets that can be used by multiple sheets, and inline styles that apply to a particular occurrence. Topics include the STYLE, LINK, and @import tags and the style attribute of standard HTML tags. Additional topics include font, text, color, background, and positioning properties unavailable with standard HTML attributes and tags. Style classes and rules of precedence for overlapping styles will also be covered.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0589</b>	Tues., Nov. 10 Location: West County	Julia Otto
<b>G0884</b>	Wed., Feb. 3 Location: West County	Julia Otto

### Intermediate Applications of CSS

(Prerequisite: Introduction to CSS or equivalent experience.) Build on your CSS knowledge from the introductory class to create page layouts and multiple-column formats using CSS and DIV tags. This class will show you how to use floats to position items and wrap text, nest floats, use negative margins, and create fixed and liquid layouts. Learn to build horizontal and vertical navigation bars with rollover features. Other topics include formatting tables with CSS, working with graphics, and adding styles to links. Learn some of the problems in working with multiple browsers and the troubleshooting techniques that fix Internet Explorer bugs.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0590</b>	Tues., Nov. 17 Location: West County	Julia Otto
<b>G0885</b>	Wed., Feb. 10 Location: West County	Julia Otto

### XML

*XML is the Web standard used to describe and transfer data, just as HTML is the standard to format and display data.*

#### Introduction to XML

(Prerequisite: Introduction to HTML or equivalent experience.) Learn to create "well-formed" extensible Markup Language (XML) documents that conform to the specific syntax rules of XML. Understand both internal and external Document Type Definitions (DTD) in order to create valid XML documents that correspond to their DTDs. Learn to display the XML using CSS. This course introduces the mechanics of writing XML documents and will not cover the extraction of the page contents by other programs.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0691</b>	Wed., Dec. 9 Location: West County	Julia Otto
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#### Intermediate Applications of XML

(Prerequisite: Introduction to XML or equivalent experience.) Learn to create an XML schema as recommended by the W3 organization as an alternative to the DTD (covered in the Introduction to XML course). Understand the creation of XML schemas as a means of validating XML documents. Learn how to define simple elements, complex elements, and attributes. Other topics include creating XML namespaces to resolve conflicts with similarly named elements from two different schemas and using data types to define the specific content of attributes and elements. This course will not cover the extraction of the XML data into other programs.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0692</b>	Tues., Dec. 15 Location: West County	Julia Otto
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#### Special Topics in XML: Introduction to XSL

(Prerequisite: Intermediate Applications of XML or equivalent experience.) This course introduces you to XSL, the style sheet language of XML and the next important tool for your Web projects. Learn what XSL is and what it can do to enhance the appearance of XML documents. The focus of the class will be to use XSL to transform (XSLT) documents into XHTML for browser applications. XPath will also be used to define the various parts of the document.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

<b>G0693</b>	Wed., Dec. 16 Location: West County	Julia Otto
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## JavaScript

### Introduction to JavaScript

(Prerequisite: Advanced Applications of HTML or equivalent experience.) This course introduces the JavaScript object scripting language. Learn how to add special features to your Web pages, including alert boxes and user prompts. Discover how to incorporate calculations into your pages. Topics include understanding the basic commands and structure of JavaScript and working with properties and methods. Additional topics include variables, operators, inputs, and conditionals.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0579** Mon., Nov. 9 Bill Barry  
Location: West County

**G0801** Wed., Feb. 10 Bill Barry  
Location: West County

### Intermediate Applications of JavaScript

(Prerequisite: Introduction to JavaScript or equivalent experience.) This is a continuation of the Introduction to JavaScript course for those who want to further their scripting skills. Learn to create forms with data validation and to build framesets, nest frames, and establish interframe communication through JavaScript. Additional topics include using built-in functions, assigning functions to events, and using arrays and strings.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0580** Tues., Nov. 10 Bill Barry  
Location: West County

**G0802** Thurs., Feb. 11 Bill Barry  
Location: West County

### Advanced Applications of JavaScript

(Prerequisite: Intermediate Applications of JavaScript or equivalent experience.) This course covers the more advanced scripting features of JavaScript. Learn more about using loops, including the substring method and the break and continue statements. Topics include using associative and multi-dimensional arrays, creating client-side cookies to tailor pages for your user, and scheduling and timing events. Additional topics are referencing a script as a URL in a LINK tag and creating image maps to execute JavaScript functions.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0581** Wed., Nov. 11 Bill Barry  
Location: West County

**G0803** Fri., Feb. 12 Bill Barry  
Location: West County

## ASP .NET Using Visual Basic .NET and Visual Studio

### Introduction to ASP .NET Using VB .NET

(Prerequisite: Introduction to Visual Basic .NET or equivalent experience.) Design dynamic Web pages using Visual Studio and the Visual Basic language. Start by creating a simple Web form, and then differentiate various types of server-side controls. You'll learn to design pages that include server-side controls and to separate program code from HTML. Other topics include modifying compilation using page directives, creating event procedures that process data submitted from HTML forms, preserving the state of a page, directing execution from one page to another, and validating submitted data using form validator controls.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0614** Mon., Dec. 14 Lloyd Abernathy  
Location: West County

## Intermediate Applications of ASP .NET Using VB .NET

(Prerequisites: Introduction to ASP .NET Using VB .NET, Intermediate Visual Basic .NET, and Introduction to SQL, or equivalent experience.) Learn to create ASP .NET applications that access and update data from a data source. Use the data source control to bind radio buttons, checkboxes, and other simple controls to various data elements. You'll also learn to display and edit data tables in a table of rows and columns using the GridView control. Learn various techniques to filter data records according to user-specified criteria. Declare parameters to supply values to a data source control for updating the data source.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0615** Tues., Dec. 15 Lloyd Abernathy  
Location: West County

## Advanced Applications of ASP .NET Using VB .NET

(Prerequisites: Intermediate Applications of ASP .NET Using VB .NET or equivalent experience.) Learn to encapsulate visual and programmatic behavior in reusable ASP components. Discover how a user control differs from a custom control and how to create user controls with properties and event handlers. Create various custom controls, including those that inherit from standard controls. Add your new custom controls to the toolbox for easy access alongside other standard controls. Use the industry standard protocols (HTTP, SOAP, and XML) to develop and consume a Web service. You'll also learn how to create a proxy class for use with a Web service consumer.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0616** Wed., Dec. 16 Lloyd Abernathy  
Location: West County

## PHP

*PHP is an open source technology that processes the scripting language that you write, creates HTML, and sends it down to the Web.*

### Introduction to PHP

(Prerequisites: Introduction to Programming Concepts or experience with a programming language and Advanced Applications of HTML or equivalent experience. Experience with a server-side technology, such as ASP or ColdFusion, is a plus.) PHP is an embedded scripting system that lets you create dynamic, data-driven Web sites. This course teaches you the fundamentals of PHP so you can develop your own simple PHP pages. Learn how to embed PHP code tags, create and run pages, display your output, and place HTML within the PHP code. You'll also learn basic functions, such as date, time, number format, round, floor, and rand. Other topics include creating variables and arrays, using control structures (conditionals, loops), reading and writing text files, and handling form controls. Find out what platforms support PHP and which publication servers are required.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0525** Thurs., Nov. 5 Andrew Schwartz  
Location: West County

**G0850** Tues., Feb. 23 Lloyd Abernathy  
Location: West County

**Join us for JavaScript Week, 3 days of intensive training, November 9-11 or February 10-12.**

**Join us for PHP Week, 2 days of intensive training, November 5-6.**

### Intermediate Applications of PHP

(Prerequisite: Introduction to PHP and Introduction to SQL or equivalent experience.) The growing popularity of PHP rests partly on its support for a variety of database management systems, which lets you create dynamic, data-driven Web sites with relative ease. This course introduces the concepts and coding you need to know to begin maintaining data tables in databases. Learn how databases compare to text files, the differences between server- and file-based databases, and how to connect to databases, including connection methods, closing connections, and error handling. You'll also learn how to retrieve your data through SQL SELECT, WHERE, and ORDER BY clauses, and how to insert and delete records in your data tables. Additional topics include using SQL UPDATE for updating records and maintaining state through hidden values and cookies.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0526** Fri., Nov. 6 Andrew Schwartz  
Location: West County

**H0151** Wed., Mar. 3 Lloyd Abernathy  
Location: West County

### E-commerce

*Learn to design and maintain an e-commerce Web site.*

#### Introduction to E-commerce

(Prerequisites: Introduction to Windows or equivalent experience. Basic Internet knowledge is also recommended.) Whether you are considering creating an e-commerce site or currently work with one, this course will guide you through the requirements, design, and maintenance of an online shop. Explore hardware and software requirements, costs and benefits, and site administration techniques. Learn how to add, delete, and modify products and product categories; display a customer database; and view sales reports. Additional topics include maintaining a product inventory, evaluating hosting companies, building a shopping cart, and dealing with popular methods of payment.

Fee: \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0799** Fri., Jan. 22 Andrew Schwartz  
Location: West County

### Microsoft Expression Web (FrontPage)

*Expression Web is Microsoft's new Web design program that replaces FrontPage.*

#### Introduction to Web Page Design Using Expression Web

(Prerequisite: Introduction to HTML or equivalent experience.) Learn to use Expression Web to create Web pages that incorporate text, images, background art, and tables. Topics covered in class include formatting text for size, color, and alignment; creating ordered and unordered lists; and linking pages together with hyperlinks. Learn to place images on your pages and format text and images in columns using the table feature. Additional topics include creating transparent GIFs, inserting audio and video files, changing background color, and adding background textures to your Web pages.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0716** Thurs., Jan. 14 Julia Otto  
Location: West County

#### Intensive Dreamweaver Training

*Introduction to Web Page Design Using Dreamweaver, Wed., Dec. 2*  
*Intermediate Applications of Dreamweaver, Thurs., Dec. 3*  
*Advanced Applications of Dreamweaver, Fri., Dec. 4*

### Intermediate Applications of Expression Web

(Prerequisite: Introduction to Web Page Design Using Expression Web or equivalent experience.) Learn to use Expression Web for more advanced Web page design. This course will concentrate on creating and organizing Web sites. Discover how to enhance your Web pages with bookmarks, layers, thumbnails, and clickable image maps. Learn how Dynamic Web Templates can save time and ensure consistency in your Web design. You will also prepare your site for publishing, including performing a final site check and running reports.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0717** Thurs., Jan. 21 Julia Otto  
Location: West County

### Dreamweaver

#### Introduction to Web Page Design Using Dreamweaver

(Prerequisite: Introduction to HTML or equivalent experience.) Learn to use Dreamweaver to create Web pages that incorporate text, images, background art, and tables. Topics covered in class include formatting text for size, color, and alignment; creating ordered and unordered lists; using tables; and linking pages together with hyperlinks. Learn to place images on your pages. Create a Web site on a local disk, clean up the HTML code, and perform a final site check. Topics include viewing and editing HTML code, inserting and changing horizontal lines, and creating a library of frequently used images and text. In addition, learn the fundamentals of Cascading Style Sheets (CSS) for text formatting and simple layouts.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0602** Wed., Dec. 2 Julia Otto  
Location: West County

**G0767** Fri., Jan. 22 Julia Otto  
Location: West County

#### Intermediate Applications of Dreamweaver

(Prerequisite: Introduction to Web Page Design Using Dreamweaver or equivalent experience.) Add visual interest to your Web pages using the interactive and design features of Dreamweaver. Use Cascading Style Sheets (CSS) and HTML styles to standardize formatting throughout your Web site and lay out pages using DIV tags. Use the History palette to quickly repeat steps in your design process. Learn to include rollovers to enhance your pages and to use image maps to create splash screens. Create navigation bars from simple lists. Time will also be spent on inserting media, such as Flash and Fireworks files, into your Web pages.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0603** Thurs., Dec. 3 Julia Otto  
Location: West County

**G0768** Fri., Jan. 29 Julia Otto  
Location: West County

#### Advanced Applications of Dreamweaver

(Prerequisite: Intermediate Applications of Dreamweaver or equivalent experience.) Learn to use the advanced elements of Dreamweaver to create dynamic Web pages. Insert events and actions using JavaScript and work with Dreamweaver's site management features. Add interactivity by linking scripts to behaviors. Other topics include creating Spry validation fields for forms, Spry navigation features, and special Spry effects.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0604** Fri., Dec. 4 Julia Otto  
Location: West County

**G0869** Thurs., Feb. 4 Julia Otto  
Location: West County

### Accelerated Topics in Dreamweaver: Publishing a Web Site

(Prerequisite: Introduction to Dreamweaver or equivalent experience.) This short course will take the mystery out of preparing and publishing a Web site with Dreamweaver. You will review how to get a site ready for publishing, including checking for speed, links, and browsers; producing reports; and using good file-naming conventions. After your site is ready to publish, learn some tips on finding a service provider, setting up a check in/check out system, and performing routine maintenance. During class, you will FTP a Web site for hands-on experience with the process.

Fee: \$89

**Half-Day Class Meets 8:30am-11:30am (3 hours)**

**G0870** Fri., Feb. 26 Julia Otto  
Location: West County

### Flash

#### Introduction to Flash

(Prerequisite: Introduction to HTML or equivalent experience.) Learn to use Flash to design dynamic Web pages that combine seamless animation and special effects. Build a Web movie by inserting layers, creating and importing artwork, then arranging all the elements on the Timeline. Animate shapes on stage using motion and shape tweening. Additional topics include managing the library elements, using symbols, and optimizing text.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0503** Tues., Nov. 3 Julia Otto  
Location: West County

**G0761** Wed., Jan. 13 Julia Otto  
Location: West County

#### Intermediate Applications of Flash

(Prerequisite: Introduction to Flash or equivalent experience.) This course continues the Introduction to Flash course, covering more complex animation options. Create frame-by-frame animations and then refine and edit the animation sequences. Learn to create, duplicate, and change the order of multiple scenes. Other topics include importing and editing bitmap graphics; onion-skinning; and importing, editing, and compressing sounds. Learn to create your own buttons for assigning actions. You will also learn how to create and share common libraries.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0504** Wed., Nov. 4 Julia Otto  
Location: West County

**G0762** Tues., Jan. 19 Julia Otto  
Location: West County

#### Advanced Applications of Flash

(Prerequisite: Intermediate Applications of Flash or equivalent experience.) Discover the expert techniques that will help you refine your Flash animations and enhance your Web pages. Learn to create continuous scrolling graphics using groups and add special effects, such as blur to focus, laser and fading light, flares, and masking. Create the effect of film grain, including the scratches. Learn how you can sync an animation to a sound track. This class takes you a step further in your Flash knowledge by showing you the range of effects possible in animation design.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0505** Thurs., Nov. 5 Julia Otto  
Location: West County

**G0763** Tues., Jan. 26 Julia Otto  
Location: West County

### Advanced Topics in Flash: Animation

(Prerequisite: Intermediate Applications of Flash or equivalent experience.) Are you ready to apply your Flash animation skills to more advanced techniques? This course will show you the tricks that experts use to refine their animations. Discover the techniques to control shape tweening and morphing, as well as to create convincing motion blur effects. Other special topics include creating water ripple and flame effects, using 3D animation, creating a text scroll bar, and adding sparkles and kaleidoscopes to your movies. Learn the steps for creating animated figures using inverse kinematics and the Bone tool.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0506** Thurs., Nov. 12 Julia Otto  
Location: West County

### Advanced Topics in Flash: Video

(Prerequisite: Intermediate Applications of Flash or equivalent experience.) Enrich your Web site with Flash video. This course will show you how to import, enhance, and prepare your videos for playback on the Web. Topics include using the Adobe Media Encoder to bring your movies into Flash, adding effects and masks to enrich the user experience, and controlling the video playback. Learn to use alpha channels and place your video on different backgrounds. Additional topics include using and modifying video playback "skins" and applying color and motion effects.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0513** Tues., Nov. 24 Julia Otto  
Location: West County

### Flash ActionScript

*Add interactivity and dynamic features to your Web pages using ActionScript, Flash's scripting language. The ActionScript editor is part of Flash.*

#### Introduction to Flash ActionScript

(Prerequisite: Intermediate Applications of Flash or equivalent experience.) Learn how to enhance your Web pages with interactivity and special effects using ActionScript 3.0, Flash's scripting language. Although scripting concepts and terminology are discussed, the emphasis is on editing and creating simple scripts for practical application. Use ActionScript to perform simple scripts including timeline navigation. Learn to work with MovieClip symbols by changing their properties and methods. Create an external ActionScript file for use in multiple movies. Start to explore using some basic built-in components.

Fee: \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0507** Wed., Nov. 18 Julia Otto  
Location: West County

### Fireworks

*Fireworks can create special Web effects, such as animated roll-overs, navigation bars, and pop-up menus.*

#### Introduction to Fireworks

(Prerequisite: Introduction to Windows or equivalent experience.) Learn to use Fireworks to create original artwork that will enhance the visual design of your Web pages. Use the paint and draw tools to create and alter images and optimize those graphics for quality and file size. Create vector (draw) artwork and then add colors, lines, gradients, textured fills, and Live Effects. Import bitmaps, such as photographs, then edit these pictures using the Selection, Eraser, and Brush tools. Clone portions of images using the Rubber Stamp. Learn to

select, group, rotate, scale, and stack objects. Use the Layers panel to organize your artwork project. Other topics include the History Panel, text and text effects, formats and settings for Web graphics, and the export process.

**Fee:** \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0871** Wed., Feb. 17 Dick Koerper  
Location: West County

### Intermediate Applications of Fireworks

(Prerequisite: Introduction to Fireworks or equivalent experience.) Go beyond static images and simple navigation layouts by using the advanced capabilities of Fireworks. Learn to use Fireworks to enhance your Web pages with animation, interactivity, and special effects. Create navigation bars and menus, rollover buttons, and swap image effects. Design hotspots and pop-up menus to increase usability. Learn the techniques to create and optimize slice table layouts.

**Fee:** \$189

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0872** Wed., Feb. 24 Dick Koerper  
Location: West County

### ColdFusion

*ColdFusion, the Adobe technology for database interactivity, creates powerful Web applications. Users can check on inventory, use shopping carts, calculate prices, and display data in customized tables.*

#### Introduction to ColdFusion

(Prerequisite: Intermediate Applications of HTML and Introduction to SQL or Fundamentals of SQL Using Oracle: Level I or equivalent experience. Intermediate Applications of ASP Using VBScript or some knowledge of JavaScript is a plus.) This course provides an introduction to the ColdFusion scripting environment. Learn how to create ColdFusion CFM Web pages using the ColdFusion design software. Discover how ColdFusion incorporates both server-side and client-side processing. Topics include the assignment and display of text, images, and variables; use of conditionals, forms, and controls; and display of data from databases. Additional topics include font specification, comments, and system functions.

**Fee:** \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0627** Mon., Dec. 14 Andrew Schwartz  
Location: West County

#### Intermediate Applications of ColdFusion

(Prerequisite: Introduction to ColdFusion or equivalent experience.) Expand your ability to work with databases using the ColdFusion language. Learn more about retrieving data from data tables, including building dynamic SELECT statements and "queries of queries." Explore the use of special tags to format output tables easily and learn how a combination of ColdFusion tags and HTML tags gives you increased flexibility. Discover how to take advantage of many of the special form controls to help you maintain data tables accurately and easily as you insert, update, and delete data records. Master user-defined functions and logical CASE structures. Find out effective and flexible methods of navigating from one page to another, either within your site or to external sites.

**Fee:** \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0628** Tues., Dec. 15 Andrew Schwartz  
Location: West County

### Intensive ColdFusion Training

Two consecutive days of training December 14–15.

## NETWORKING

### Introduction to Networks

(Prerequisite: Introduction to Windows or equivalent experience. It is also recommended that you have some experience with one or more software applications before taking this course.) This course is an introduction to setting up a network of personal computers. Learn the terminology, how to plan a network installation, and what a network can and cannot do. Topics include network planning decisions, such as choosing the appropriate network; determining the necessary performance level; and considering the differences among operating systems, types of network interface cards, and cabling required. Additional topics include installation and setup features, such as network topologies, protocols, basic system commands, and how to efficiently run software applications on a network.

**Fee:** \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0784** Tues., Jan. 19 Doyle McClellan  
Location: West County

### Computer Support and A+ Certification

*If you're a Help Desk professional or involved in IT support, this course covers the hardware installation, network troubleshooting, and other support skills you need to be effective. This course is also a starting point for A+ certification.*

#### Introduction to Computer Support

(Prerequisites: Introduction to Networks and Introduction to TCP/IP or equivalent experience.) Are you interested in entering the technology field? Are you responsible for system upgrades but you're not a technology expert? Do you want to pursue vendor certification? If so, this class is a great starting place to learn the basics of computer support. This class will introduce you to the fundamentals of LAN and WAN networks, including hardware components, through practical, hands-on examples. You'll learn to troubleshoot simple networks, identify and install hardware, and configure and upgrade software.

**Fee:** \$269

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0886** Mon., Feb. 1 Doyle McClellan  
Location: West County

### Wireless Networking

#### Introduction to Wireless Communications

(Prerequisite: Introduction to Networks or equivalent experience.) If you're ready to install a wireless network and want to know more about the equipment and configuration, this hands-on course is the introduction you need to this emerging technology. Discover the advantages and disadvantages of wireless networks and which technology and equipment are best for you. Practice setting up your own wireless networks by configuring wireless network adapters and access points. Learn how to find wireless hot spots, determine communications distance, and share printers and hard drives on a Windows XP computer.

**Fee:** \$249

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0728** Thurs., Jan. 28 Doyle McClellan  
Location: West County

**Intermediate Wireless Communications: Security**

(Prerequisites: Introduction to Wireless Communications and Introduction to Security or equivalent experience.) Is your wireless network secure? Are your wireless communications safe from eavesdropping? This hands-on course will teach you how to protect your communications and data through proper configuration of devices, added security measures, and special network design. Learn the limits of your wireless technology and the risks of public Internet hot spots. Find out how to configure your wireless router with security in mind, set up a firewall to prevent access from the Internet, and use a wireless sniffer to learn about wireless networks in your area. Learn how to add password protection, disable the SSID broadcast, set up MAC address filters, and enable encryption using WEP and WPA. Additional topics include securing your Windows XP computer for wireless network access.

**Fee:** \$249**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0729** Fri., Jan. 29 Doyle McClellan  
Location: West County

**TCP/IP****Introduction to TCP/IP**

(Prerequisite: Managing a Network Using Windows Server or Introduction to UNIX or equivalent experience.) This course introduces TCP/IP and its related utilities. Learn how to use the telnet program and its service options to provide a virtual terminal capability. Understand the FTP utility and its related user commands for file manipulation. Topics include the structure of TCP/IP-based networks, how to correctly choose IP addresses, various methods for using logical names for network devices, a brief introduction to routing, and a brief introduction to DNS. Additional topics include using TCP/IP utilities, such as rlogin, rcp, ping, traceroute, netstat, and nslookup. The various utilities will be explored in Windows and UNIX environments.

**Fee:** \$239**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0559** Thurs., Nov. 5 Doyle McClellan  
Location: West County

**G0787** Wed., Jan. 27 Doyle McClellan  
Location: West County

**Intermediate TCP/IP**

(Prerequisite: Introduction to TCP/IP or equivalent experience.) This course focuses on the installation and setup of TCP/IP networks. Understand how to configure a TCP/IP network in UNIX and Windows. Learn how to use the various TCP/IP administrative tools such as ARP, ipconfig, and netstat. Review IP addressing, IP address classifications, the structure of frames, and how to set up IP addresses in Windows. Topics include 4-layer and 7-layer models and hexadecimal conversions for IP addressing. Additional discussions include IP versions 4 and 6, DNS, ARP, and subnetting best-design practices.

**Fee:** \$239**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0560** Wed., Nov. 11 Doyle McClellan  
Location: West County

**G0888** Wed., Feb. 3 Doyle McClellan  
Location: West County

**Advanced TCP/IP**

(Prerequisite: Intermediate TCP/IP or equivalent experience.) This is a continuation of the Intermediate TCP/IP class, covering the structure of TCP/IP packets and the installation of advanced protocols. Understand the structure of the Internet Protocol (IP), the Internet Control Message Protocol (ICMP), and the Transmission Control Protocol (TCP). Break down IP and TCP packets to understand their layouts. Explore mapping types, dissect ARP packets, and learn how ARP requests are handled. Additional topics include Ethernet frames, the Simple Mail Transfer Protocol (SMTP), the configuration of sendmail, the Domain Name Service (DNS), and basic firewall setup.

**Fee:** \$239**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0561** Thurs., Nov. 19 Doyle McClellan  
Location: West County

**G0889** Wed., Feb. 10 Doyle McClellan  
Location: West County

**Security****Introduction to Security**

(Prerequisite: Introduction to Networks or equivalent experience.) This class will provide you with an overview of basic and advanced computer and network security policies. Learn about the types of attacks used by potential intruders. Gain an understanding of what a firewall is and exactly what protection can be achieved by adding one to your network. Learn how to use an Intrusion Detection System to determine who, what, when, and where an attack came from. Discuss why anonymity may be one of the best forms of security. Learn how to make computers on your network appear anonymously to computers outside your network by using Network Address Translation in combination with a Proxy Server. Learn what steps to take if your computer or system has been attacked.

**Fee:** \$239**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0598** Mon., Nov. 23 Doyle McClellan  
Location: West County

**G0785** Tues., Jan. 26 Doyle McClellan  
Location: West County

**Intermediate Security: Windows Server**

(Prerequisites: Advanced TCP/IP and or Managing a Network Using Windows Server or prior Windows configuration experience.) Learn how to improve the security of your servers by identifying and resolving problems and instituting a proactive system to combat future security problems. Discover how to use standard software tools to determine system vulnerabilities and correct these vulnerabilities by reconfiguring the operating system. After hardening the operating system, install additional applications to proactively monitor and maintain a high level of security. Install and configure encryption software using Pretty Good Privacy (PGP), which uses public and private key encryption. Diagnose network problems using public domain network sniffers such as ethereal. Learn how to install and configure Snort, a common intrusion detection system; configure a firewall; and use specialized Windows security software.

**Fee:** \$399**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0890** Thurs., Feb. 11 & Fri., Feb. 12 Doyle McClellan  
Location: West County

## Microsoft Windows Vista Administration

### Introduction to Windows Vista Administration

This class is for information technology employees who need to install, deploy, and manage computers running Windows Vista. Investigate the new features of Windows Vista, hardware requirements, and differences among the Vista editions. Additional topics include creating, modifying, and deleting users and groups; understanding the different user types and groups; accessing shared resources; and administering security. Learn how to share directory and printer resources, set up logical printers, and manage print jobs.  
**Fee:** \$249

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

**G0773** Wed., Jan. 27 Frank Richey  
 Location: West County

### Intermediate Windows Vista Administration

(Prerequisite: Introduction to Windows Vista Administration or equivalent experience.) This course is a continuation of Introduction to Windows Vista Administration for those who want to customize and troubleshoot Windows Vista in a networked, Windows Server 2003 configuration with Active Directory. Learn to connect to local area networks, workgroups, and domain computers. Set up a wireless network, and discover the uses of ad hoc networks. Additional topics include configuring Vista for UNIX and the Macintosh, monitoring reliability, and using the Task Manager and Event Viewer. Develop a troubleshooting strategy using the built-in diagnostic tools. Learn the techniques to maximize computer performance and the options available for creating a system restore.

**Fee:** \$249

#### One-Day Class Meets 8:30am-4:00pm (6.5 hours)

**G0874** Wed., Feb. 3 Frank Richey  
 Location: West County

## Microsoft Windows Server 2008

### Managing a Network Using Windows Server 2008

(Prerequisite: Previous experience with Windows required. The Introduction to Networks class is also recommended as a prerequisite to this course.) Develop the skills needed to manage a network using Windows Server. Learn to use the appropriate commands and utilities to manage Windows Server, set up group and user accounts, and manage file systems and resources. Additional topics include basic operating system commands, user accounts and rights, security and permissions, local and global groups, group management, and profiles. This course also provides an introduction to the Active Directory and its components.

**Fee:** \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

**G0571** Mon., Nov. 2 & Tues., Nov. 3 Doyle McClellan  
 Location: West County

**G0724** Tues., Jan. 12 & Wed., Jan. 13 Doyle McClellan  
 Location: West County

## Microsoft Windows Server 2003

### Managing a Network Using Windows Server 2003

(Prerequisite: Previous experience with Windows required. The Introduction to Networks class is also recommended as a prerequisite to this course.) Develop the skills needed to manage a network using Windows Server. Learn to use the appropriate commands and utilities to manage Windows Server, set up group and user accounts, and manage file systems and resources. Additional topics include basic operating system commands, user accounts and

rights, security and permissions, local and global groups, group management, and profiles. This course also provides an introduction to the Active Directory and its components.

**Fee:** \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

**G0543** Wed., Nov. 4 & Thurs., Nov. 5 Frank Richey  
 Location: West County

**G0731** Wed., Jan. 20 & Thurs., Jan. 21 Frank Richey  
 Location: West County

### Advanced System Administration of Windows Server 2003

(Prerequisite: Managing a Network Using Windows Server and Introduction to TCP/IP or equivalent experience.) This course is a continuation of the Managing a Network Using Windows Server course for system administrators who want to further their network management skills. Learn to install Windows Server, including installing the Active Directory, TCP/IP, DHCP, and DNS. Other topics include troubleshooting services; monitoring processes, services, and events; and disaster recovery.

**Fee:** \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

**G0556** Thurs., Nov. 19 & Fri., Nov. 20 Frank Richey  
 Location: West County

**G0833** Mon., Feb. 1 & Tues., Feb. 2 Frank Richey  
 Location: West County

## Windows Server Group Policies

### Special Topics in Windows Server: Group Policies

(Prerequisite: Managing a Network Using Windows Server or an understanding of users, groups, and the Active Directory structure.) Group policies can make you more effective in managing the users and computers within your enterprise, automating IT policy enforcement, implementing security settings within the organization, and simplifying such administrative tasks as system updates and application installations. This course will introduce you to Windows Server group policies, as you learn group policy concepts and how to apply, create, and modify them. Learn about group policy templates, investigate security through the use of group policies, and discover troubleshooting techniques.

**Fee:** \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

**G0555** Thurs., Nov. 12 & Fri., Nov. 13 Frank Richey  
 Location: West County

**G0810** Thurs., Feb. 4 & Fri., Feb. 5 Frank Richey  
 Location: West County

## Windows Active Directory

### Introduction to Windows Active Directory (Planning, Design, Implementation)

(Prerequisite: Managing a Network Using Windows Server or equivalent experience.) Explore the basics of planning, designing, configuring, and administering Active Directory Services on a Windows server. Topics include designing the site topology, Active Directory forest domain structure, planning for Active Directory deployment, migrating from previous server environments, Operation Master servers, and the placement of various types of servers. Additional topics include domain and organizational unit planning, DNS services, and DHCP infrastructure.

**Fee:** \$399

#### Two-Day Class Meets 8:30am-4:00pm (13 hours)

**G0568** Mon., Nov. 16 & Tues., Nov. 17 Doyle McClellan  
 Location: West County

**G0825** Thurs., Feb. 18 & Fri., Feb. 19 Doyle McClellan  
 Location: West County

### Intermediate Windows Active Directory (Security, Troubleshooting, Disaster Recovery)

(Prerequisite: Introduction to Windows Active Directory or equivalent experience.) Explore the basics of maintaining a secure Active Directory infrastructure. Learn about DNS and DHCP security and server security. Learn how to troubleshoot and diagnose such components as Active Directory, DNS, DHCP, File Replication Services, Active Directory replication, and Windows Time Service. Discover how to recover from a disaster through the backup and restoration of Active Directory.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0669** Mon., Nov. 30 & Tues., Dec. 1 Doyle McClellan  
Location: West County

**H0126** Thurs., Mar. 4 & Fri., Mar. 5 Doyle McClellan  
Location: West County

### Microsoft Exchange Server

#### Introduction to Exchange Server

(Prerequisites: Introduction to TCP/IP and Managing a Network Using Windows Server or equivalent experience.) Explore the basics of installing and administering a Microsoft Exchange Server. Learn how to plan for installation and install the software. Configure users and mail protocols and integrate Exchange with the Windows Active Directory. Additional topics include securing the server from anonymous relay, maintaining a reliable server, and troubleshooting.

Fee: \$399

#### Exchange 2003

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0680** Mon., Dec. 14 & Tues., Dec. 15 Frank Richey  
Location: West County

#### Exchange 2007

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0570** Wed., Dec. 2 & Thurs., Dec. 3 Frank Richey  
Location: West County

## UNIX/LINUX

*Linux was developed as a version of UNIX, for use on personal computers. Its syntax, kernel compilation, and environment are very similar to other versions of UNIX. Students interested in Linux can take the UNIX series of classes to learn the basics of the operating system.*

#### Introduction to UNIX

(Prerequisite: Intermediate Applications of Windows or equivalent experience. Students should be familiar with the concept of a tree-structured directory before taking this class.) This course introduces the UNIX operating system, focusing on the essential components of UNIX in the context of the overall operating system structure. Learn about the history of UNIX and how UNIX was designed to satisfy the requirements of a multi-user operating system. Explore the UNIX file system and learn techniques and commands for managing files, including copying, renaming, and deleting files. Learn how to create and edit files using the vi editor. Understand the concept of a shell, along with specific aspects of the Bourne shell and K shell. Additional topics include working with foreground and background processes, using pipes and wildcards, interpreting file access permissions, and linking files.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0674** Wed., Dec. 16 & Thurs., Dec. 17 Doyle McClellan  
Location: West County

#### Intermediate Commands of UNIX

(Prerequisite: Introduction to UNIX or equivalent experience. Students should already have experience with basic UNIX file commands, such as ls, pwd, cd, rm, cp, mv, grep, and sort.) Expand your UNIX skills by learning about file security, shell commands, and file manipulation utilities. Compare several popular shells (Bourne shell, Korn shell, C shell, and Bourne Again shell) and learn about specific capabilities of each shell, including creating regular and environment variables, setting up aliases, and rerunning commands in your history. Practice setting default file and directory permissions and changing file ownership. Learn to use a variety of tools to manipulate and filter files, including head, tail, grep, sed, and awk. Additional topics include scheduling processes, archiving and compressing files, and using the find command to locate files that meet specific criteria.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0675** Wed., Jan. 6 & Thurs., Jan. 7 Doyle McClellan  
Location: West County

#### Advanced UNIX: Script Files

(Prerequisite: Intermediate Commands of UNIX or equivalent experience.) This is a continuation of the intermediate UNIX class for those who want to design and use UNIX script files for custom applications. Topics include the consideration of the Bourne shell and C shell as programming languages, user-defined variables (including arrays), numeric variables, operators, assignment statements, and input/output operations. Learn the standard programming concepts, such as conditional statements, loop statements, and recursion, in the context of shell programming. Sample programs will be discussed to demonstrate techniques of using UNIX commands.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0776** Thurs., Jan. 21 & Fri., Jan. 22 Doyle McClellan  
Location: West County

#### Advanced UNIX Scripting: SED and AWK

(Prerequisites: Advanced UNIX: Script Files or programming experience using Bourne, C shell, or Korn shell. Managing a UNIX System is encouraged but not mandatory.) This course is designed for anyone managing such services as Apache Web, DNS, print, mail, or database. If you are concerned with system-wide, network, or firewall performance, or need to learn more about log file evaluations, this course will guide you through the programming you need. Learn to create complex programs for automating functions used in managing a UNIX system. You will have hands-on experience with the AWK programming language in gathering system statistics and generating reports; the Stream editor (SED) for multiple editing changes on a variety of files, including colon-delimited and Web-based; and the advanced features of Korn and C shells for using functions. You will generate programs to control, monitor, and report on multiple-system services and applications.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0539** Thurs., Nov. 12 & Fri., Nov. 13 Doyle McClellan  
Location: West County

**Fundamentals of Routers**

(Prerequisite: Intermediate TCP/IP and Introduction to Networks or equivalent experience.) Gain both practical hands-on experience and a thorough theoretical knowledge of internetworking. Spend three days configuring, designing, and debugging multiple network configurations using network bridges, switches, and routers. Participate in classroom exercises to reinforce core internetworking principles that are discussed in detail during the class. Learn the differences among bridges, switches, and routers, and when to use them effectively; configure networks with a combination of Ethernet and serial links; and use various routing protocols to achieve the best routing solution. Additional topics include configuring IP on different platforms, designing a subnetted network to maximize networks or nodes, managing a network using SNMP and other tools, and troubleshooting network design.

**Fee:** \$1,295

**Five-Day Class Meets 8:30am-4:00pm (32.5 hours)**

**G0501** Mon., Dec. 7 through Fri., Dec. 11 Doyle McClellan  
Location: West County

**PROGRAMMING****Programming Concepts****Introduction to Programming Concepts**

(Prerequisite: Introduction to Computers or equivalent experience.) This course covers the fundamentals of computer programming. Develop a better understanding of how computer applications work by learning to write your own simple programs in the VBScript scripting language. Learn the basic programming structures that are common to many programming languages, including input and output statements, constants, assignment statements, string and numeric variables, conditionals, and branching and looping control structures. Programming techniques covered include counting, averaging, rounding, the use of random numbers, and numerous tips on developing a good programming style.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0700** Wed., Jan. 13 & Thurs., Jan. 14 Lloyd Abernathy  
Location: West County

**Object-Oriented Programming Concepts****Introduction to Object-Oriented Programming Concepts**

(Prerequisites: Experience with or understanding of any procedural programming language, such as C or COBOL.) This course is intended for procedural programmers who want to move into object-oriented (OO) programming or managers who want to become more familiar with OO concepts. Understand the terminology, notation, and development skills you need to make a successful transition to OO programming and development. Learn the advantages of OO, as well as the concepts of encapsulation, inheritance, class, object, and relation. Learn about special classes, such as Interface, and techniques, such as callbacks, as well as about architectural elements, such as layers, patterns, and packages. This course also introduces development as a process, along with basic system views and models, such as the Use Case, Class, and Object models, all presented in the Unified Modeling Language (UML). Examples

illustrating and contrasting OO syntax and memory models, drawn from C++ and Java, are also included. (Note: Because this course presents programming and development concepts, the amount of hands-on experience is limited.)

**Fee:** \$239

**One-Day Class Meets 8:30am-4:00pm (6.5 hours)**

**G0469** Fri., Oct. 30 Cezary Janikow  
Location: West County

**Microsoft Visual Basic 6****Introduction to Visual Basic 6 Programming**

(Prerequisite: Introduction to Programming Concepts and Intermediate Applications of Windows or equivalent experience.)

This course covers programming Windows applications using Visual Basic. Topics include programming in a graphical interface, writing event-oriented applications, working with projects, drawing controls, using pull-down menus, creating message boxes and buttons, working with Windows graphics, and setting properties. Additional topics include responding to mouse events, working with control arrays, and using colors and timers.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0806** Thurs., Feb. 18 & Fri., Feb. 19 Frank Richey  
Location: West County

**Intermediate Visual Basic 6 Programming**

(Prerequisite: Introduction to Visual Basic 6 Programming or equivalent experience.) Further your Visual Basic skills by learning the techniques involved in creating multiple forms in a project, handling sequential file I/O, and working with the Windows Clipboard. Topics include error-trapping using the Err object and creating list boxes and combo boxes. Additional topics include the Common Dialog Control, sub procedures and functions, and working with an Access database using the Data Control.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**H0107** Thurs., Mar. 4 & Fri., Mar. 5 Frank Richey  
Location: West County

**Microsoft Visual Basic .NET****Introduction to Visual Basic .NET Programming**

(Prerequisite: Introduction to Programming Concepts or equivalent experience with another programming language.) This course, intended for students with no previous Visual Basic experience, introduces the Visual Studio development environment and fundamental Visual Basic programming statements. Learn to design professional user interfaces that feature a variety of Windows controls, including buttons, text boxes, combo boxes, and radio buttons. Add Visual Basic procedures to your Windows forms to interact with users and add functionality to your applications. Review essential programming concepts, including variable declarations, conditional statements, loops, and arrays, using the Visual Basic syntax. Other topics include an introduction to classes and methods using fundamental classes in the .NET Framework.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0551** Wed., Nov. 11 & Thurs., Nov. 12 Lloyd Abernathy  
Location: West County

**G0853** Tues., Feb. 16 & Wed., Feb. 17 Lloyd Abernathy  
Location: West County

**Intermediate Visual Basic .NET Programming**

(Prerequisite: Introduction to Visual Basic .NET Programming or equivalent experience.) Streamline your Visual Basic projects by creating your own user-defined classes. This course will review and expand on the object-oriented programming concepts presented in the introductory Visual Basic course and guide you through creating and instantiating user-defined classes with user-defined properties, methods, and constructors. Discover tips on searching Visual Studio documentation to locate and use classes and methods provided by the .NET Framework to perform necessary tasks. Learn to declare and use overloaded methods and static members. Use collections to work with groups of objects. Consider the principles of good object-oriented design in your Visual Basic programs. Practice inheritance to extend the functionality of existing classes, and then take advantage of inheritance using polymorphic variables and methods.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0552** Mon., Nov. 23 & Tues., Nov. 24 Lloyd Abernathy  
Location: West County

**H0154** Mon., Mar. 1 & Tues., Mar. 2 Lloyd Abernathy  
Location: West County

**Advanced Visual Basic .NET Programming**

(Prerequisite: Intermediate Visual Basic .NET Programming or equivalent experience.) Develop and refine your skills in Visual Basic as you learn more advanced programming concepts. Explore the more advanced user controls provided by Visual Studio and add your own controls. Learn to use the “My” objects, which provide access to commonly used functions in the .NET Framework. Create class diagrams that represent the structure of your projects, survey the key classes for creating and manipulating XML documents, and learn to parse XML documents using `XMLDocument` and `XMLTextReader`. Additional topics include writing multi-threaded applications that perform several tasks simultaneously, creating multiple document interface (MDI) applications consisting of child forms within parent forms, and designing forms that contain toolbars and menus.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0653** Wed., Dec. 9 & Thurs., Dec. 10 Lloyd Abernathy  
Location: West County

**Advanced Topics in Visual Basic .NET: Data Access**

(Prerequisite: Intermediate Visual Basic .NET Programming or equivalent experience. Experience with a database is also recommended.) Learn to create Windows forms that access data using the Visual Basic programming language and the Visual Studio development environment. Configure data sources and data-related components using a variety of tools, including the Data Source Configuration Wizard, the Dataset Designer, and the TableAdapter Configuration Wizard. Take advantage of the Data Sources window and Visual Studio’s drag-and-drop data-binding capabilities to build data-centric forms. Set up datasets that include data from related tables by creating relationships and establishing foreign keys. Learn techniques to validate data and make updates to the underlying database. Other topics include creating reports using Crystal Reports for Visual Studio and using the `BindingSource` component to navigate through, sort, and filter data.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0654** Mon., Dec. 21 & Tues., Dec. 22 Lloyd Abernathy  
Location: West County

**Microsoft Visual C# .NET****Introduction to Visual C# .NET Programming**

(Prerequisite: Introduction to Programming Concepts or equivalent experience with another programming language.) This course, intended for students with no previous C# experience, introduces the Visual Studio development environment and fundamental C# programming statements. Learn to use Visual Studio to design professional user interfaces that feature a variety of Windows controls, including buttons, text boxes, combo boxes, and radio buttons. Add C# code behind your Windows forms to interact with users and add logic to your applications. Review essential programming concepts, including variable declarations, conditional statements, loops, and arrays, using the C# syntax. Other topics include an introduction to classes and methods using fundamental classes in the .NET Framework.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0744** Wed., Jan. 6 & Thurs., Jan. 7 Lloyd Abernathy  
Location: West County

**Intermediate Visual C# .NET Programming**

(Prerequisite: Introduction to Visual C# .NET Programming or equivalent experience.) Streamline your C# projects by creating your own user-defined classes. This course will review and expand on the object-oriented programming concepts presented in the introductory C# course, and guide you through creating and instantiating user-defined classes with user-defined properties, methods, and constructors. Discover tips on searching Visual Studio documentation to locate and use classes and methods provided by the .NET Framework to perform necessary tasks. Learn to declare and use overloaded methods and static members. Use collections to work with groups of objects. Consider the principles of good object-oriented design in your C# programs. Practice inheritance to extend the functionality of existing classes, and then take advantage of inheritance using polymorphic variables and methods.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0745** Wed., Jan. 20 & Thurs., Jan. 21 Lloyd Abernathy  
Location: West County

**Advanced Topics in Visual C# .NET: Data Access**

(Prerequisite: Intermediate Visual C# .NET Programming or equivalent experience. Experience with a database is also recommended.) Learn to create Windows forms that access data using the Visual C# programming language and the Visual Studio development environment. Configure data sources and data-related components using a variety of tools, including the Data Source Configuration Wizard, the Dataset Designer, and the TableAdapter Configuration Wizard. Take advantage of the Data Sources window and Visual Studio’s drag-and-drop data-binding capabilities to build data-centric forms. Set up datasets that include data from related tables by creating relationships and establishing foreign keys. Learn techniques to validate data and make updates to the underlying database. Other topics include creating reports using Crystal Reports for Visual Studio and using the `BindingSource` component to navigate through, sort, and filter data.

**Fee:** \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

**G0846** Wed., Feb. 3 & Thurs., Feb. 4 Lloyd Abernathy  
Location: West County

## Perl Programming

*Perl is a cross-platform programming language that can work with HTML, XML, and CGI in developing Web database scripts.*

### Introduction to Perl Programming

(Prerequisite: Introduction to Programming Concepts or equivalent experience.) Perl is a flexible programming language used by system and network administrators, Web developers, and database administrators. In this course, you will explore the basics of Perl and learn the language structure. Practice creating loops, working with conditionals, and using variables. Discover how to create arrays and hashes, format reports, and match patterns.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0549** Thurs., Nov. 19 & Fri., Nov. 20 Lloyd Abernathy  
Location: West County
- G0738** Tues., Jan. 26 & Wed., Jan. 27 Lloyd Abernathy  
Location: West County

### Intermediate Perl Programming

(Prerequisite: Introduction to Perl Programming or equivalent experience. Some familiarity with SQL is also helpful.) This course takes you beyond the fundamentals of this flexible programming language. Create subroutines and work with modules. Discover how to access and manipulate files and how to use Perl to access remote databases. Learn about Web interfaces and Perl's built-in CGI (Common Gateway Interface) Module.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0650** Thurs., Dec. 3 & Fri., Dec. 4 Lloyd Abernathy  
Location: West County
- G0839** Tues., Feb. 9 & Wed., Feb. 10 Lloyd Abernathy  
Location: West County

## Java

### Introduction to Java Programming

(This course is intended for students with very little programming experience. Introduction to Programming Concepts is recommended as a prerequisite for students with no exposure to programming concepts. Students who have practical experience using a C-style programming language and an understanding of object-oriented programming concepts are encouraged to enroll in Intermediate Java Programming.) Get an introduction to Java, one of today's most popular programming languages. Learn to design, write, compile, and run basic Java applications that incorporate fundamental programming concepts and accepted programming techniques. Learn to declare and use variables of different data types to store information in your programs. Practice using control structures, such as if statements, switch statements, and loops, to control the flow of your applications. Learn to interpret Java's online documentation to make use of the features included in Java's class libraries. Additional topics include relational and logical operators, String and Math methods, and arrays.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0541** Tues., Nov. 3 & Wed., Nov. 4 Lloyd Abernathy  
Location: West County
- G0775** Thurs., Jan. 28 & Fri., Jan. 29 Lloyd Abernathy  
Location: West County

### Intermediate Java Programming

(Prerequisite: Introduction to Java Programming or equivalent experience with Java, C, or C++.) A continuation of Introduction to Java Programming, this course explores Java's object-oriented features, with the goal of making your programs more reliable, efficient, and reusable. Write classes that include variables, constructors, and methods, and learn to create objects based on your own classes and classes included in Java's class libraries. Examine the concepts of inheritance and class hierarchy, and learn to design classes that inherit and extend existing functionality. Practice applying effective object-oriented design strategies and writing useful class documentation. Additional topics include formatting numeric and date data, overloading methods and constructors, managing flexible-size collections, working with polymorphic variables, and organizing your classes into packages.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0542** Tues., Nov. 17 & Wed., Nov. 18 Lloyd Abernathy  
Location: West County
- G0876** Thurs., Feb. 11 & Fri., Feb. 12 Lloyd Abernathy  
Location: West County

**Four-Evening Class Meets 6:30-9:30pm (12 hours)**

- T0170** Thurs., Nov. 12, 19, Dec. 3 & 10 Lloyd Abernathy  
Location: West County  
(No class on Thursday, November 26)

### Advanced Java Programming

(Prerequisite: Intermediate Java Programming or equivalent experience.) Expand and apply your Java programming skills to build more sophisticated applications. Practice creating graphical user interfaces that incorporate components of Swing and the Abstract Windowing Toolkit. Learn to apply practical exception-handling techniques to deal with errors generated when you run your programs. Other topics include using input and output streams to interact with external data and laying out your GUI applications effectively.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0643** Tues., Dec. 1 & Wed., Dec. 2 Lloyd Abernathy  
Location: West County
- G0877** Thurs., Feb. 25 & Fri., Feb. 26 Lloyd Abernathy  
Location: West County

## JSP: Building Java Web Applications

*Learn to create JavaServer Pages (JSP) that generate dynamic Web pages.*

### Introduction to JavaServer Pages (JSP)

(Prerequisites: Introduction to HTML and Introduction to Java Programming or Introduction to C++ Programming or equivalent experience.) With JavaServer Pages (JSP), you can develop platform-independent Web-based applications and dynamic Web pages. This class will guide you through JSP and how Java is used in JSP, including JSP-specific built-in objects, methods, and interfaces. Learn how to use HTML forms and controls such as buttons, images, text, and drop-boxes to get data from Web pages. You'll learn how to create reusable components known as JavaBeans, how to use basic JSP actions and directives, as well as how to track users with sessions and cookies.

Fee: \$399

**Two-Day Class Meets 8:30am-4:00pm (13 hours)**

- G0660** Thurs., Dec. 17 & Fri., Dec. 18 Cezary Janikow  
Location: West County

## West County Continuing Education Center

The Computer Education & Training Center has moved to new facilities in the West County Continuing Education Center at 12837 Flushing Meadows Drive. This is minutes away from our previous location.

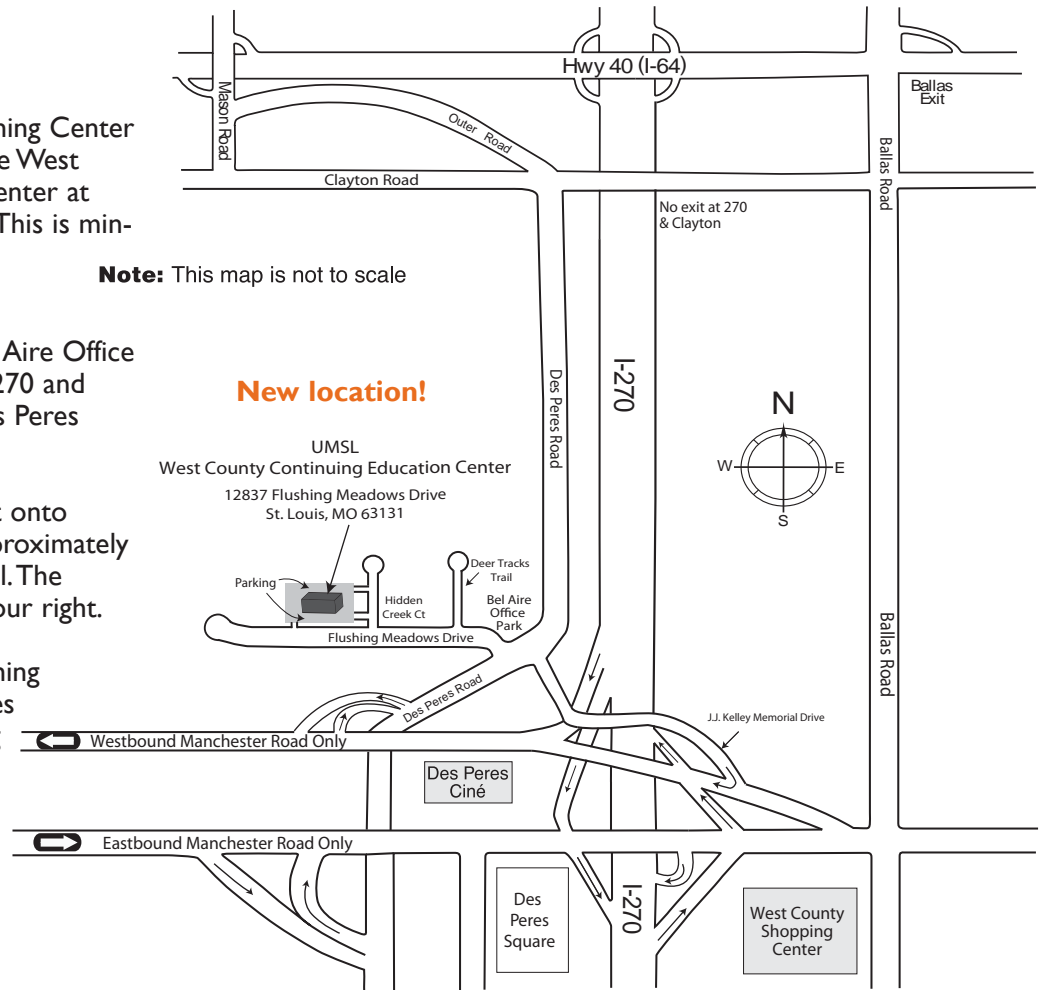
The Center is located in the Bel Aire Office Park, near the intersection of I-270 and Manchester Road, just down Des Peres Road from the Des Peres Ciné.

From Des Peres Road, turn west onto Flushing Meadows Drive. Go approximately two blocks past Deer Tracks Trail. The Center is a brown building on your right.

Parking can be accessed off Flushing Meadows Drive or two entrances off Hidden Creek Court. Parking is available both in front and behind the building.

Handicap-accessible parking is at the front of the building.

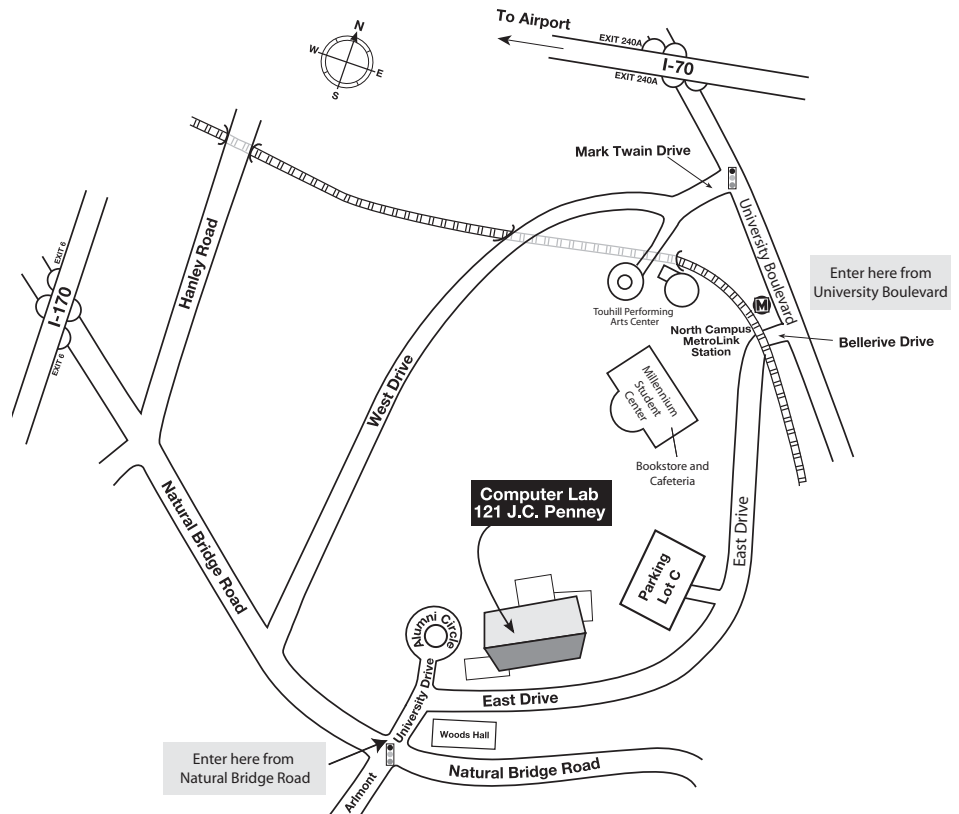
Registration is on the first floor.



## UMSL Computer Lab

The University of Missouri–St. Louis lab is located in room 121 J.C. Penney Conference Center on the north campus, at One University Boulevard (8001 Natural Bridge Rd.). From I-170, go east on Natural Bridge Road to the main campus entrance at the stoplight. Turn left onto campus and follow East Drive to Lot C. The campus can also be reached by I-70. Exit onto University Boulevard (East) (formerly Florissant Road) and enter the campus on East Drive. Follow East Drive to Lot C.

MetroLink also has a stop on campus. Disembark from the train at the UMSL North station. It is approximately a 15-minute walk from the MetroLink stop to the J.C. Penney Conference Center. Shuttle buses are available from the station to the Alumni Circle, adjacent to the J.C. Penney Conference Center.



## Registration and Payment

### How to Register

Complete the registration form on the back page and send it with full payment.

**MAIL:** University of Missouri–St. Louis  
West County Continuing Education Center  
12837 Flushing Meadows Drive  
St. Louis, MO 63131

**PHONE:** Charge with MasterCard, Visa,  
or Discover by calling  
(314) 984-9000.

**FAX :** Fax by calling (314) 966-0409.

**WEB:** [www.micros.umsl.edu/regonline.html](http://www.micros.umsl.edu/regonline.html)

**No enrollments will be accepted without a registration form.**

### Registration Office Hours

The registration office is located at 12837 Flushing Meadows Drive, St. Louis, MO 63131.

The registration office is open from 8:00 a.m. to 5:30 p.m. Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday.

### Holiday Hours

The registration office will be open during the holiday break on December 29 and 30 (8:00 a.m. to 5:00 p.m.). It will be closed December 28 and 31. Regular hours resume on January 4. The office is also closed on Martin Luther King, Jr., Day on January 18.

### Inclement Weather

In the event of inclement weather, notices of cancellations are given on major television and radio stations. You may also call the following hotline number to find out if classes are canceled on the UM-St. Louis campus and at the West County Continuing Education Center.

(314) 516-4636 (or 516-INFO)

### Payment of Fees

The registration fee for each course is shown below the course description. Checks should be made payable to the University of Missouri–St. Louis. MasterCard, Visa, and Discover are also accepted.

Please note that payment of fees is due in full prior to the start of your class. You are not officially registered until your payment has been received.

Course fees include all course materials. No additional purchases are required.

### Invoicing

In order to be invoiced, please fill out the registration form and attach authorization and billing information, including the name and signature of the person responsible for payment. Please note the cancellation and refund policies. Non-payment or failure to abide by payment policies will result in loss of invoicing rights.

### Confirmation

Upon receipt of your registration, you will receive a confirmation notice and a map by return mail or e-mail. Please register early to ensure timely receipt of this information.

Registrations that include all information are normally processed the same day they are received, and confirmations are mailed or e-mailed out the following day. You should receive your confirmation within a week of registering for the class.

### Cancellation, Withdrawal & Refunds

The University reserves the right to cancel any program. In the event of cancellation, you will be notified immediately, and course fees will be refunded or applied to a future program at your request.

If you must cancel your registration or if you want to transfer to another class, call (314) 984-9000 by 9:00 a.m. two business days prior to the start of a day class and by 5:00 p.m. two business days prior to the start of an evening class to guarantee a refund or to ensure a transfer. Your student number is required to process a refund. Refunds will not be given after a course begins. There is a limit of one transfer per class.

Substitutions are allowed at any time prior to the beginning of the course. If you are unable to attend but would like another employee to attend in your place, contact the registration office with the necessary information to make the change.

### CEUs

Continuing Education Units (CEUs) are issued for the completion of all courses. The Chancellor's Certificate is awarded for successful completion of 96 hours. See the inside back cover for information on specialized certificates.

### Transcript Requests

On our Web site, you can view a list of classes you've attended by using your student ID. The Web page is [www.micros.umsl.edu/status\\_menu.html](http://www.micros.umsl.edu/status_menu.html)

The information on the Web site does not include name and address information. If you would prefer your attendance not to be included in this listing, please call the registration office at (314) 984-9000, or e-mail us at [enroll@micros.umsl.edu](mailto:enroll@micros.umsl.edu).

If you would like a printed copy of your transcript on official letterhead, contact the registration office. Written authorization is required for an official transcript.

### To Find Out If a Class Is Full

Check our Web site to find out if a class is full:  
[www.micros.umsl.edu/class\\_full.html](http://www.micros.umsl.edu/class_full.html)

### To Request Additional Catalogs

To receive a catalog, call (314) 984-9000 or e-mail [info@micros.umsl.edu](mailto:info@micros.umsl.edu). The catalog can also be downloaded from the Web site: [www.micros.umsl.edu/printcat.html](http://www.micros.umsl.edu/printcat.html).

**Additional Forms**

Copies of the course registration and certificate registration forms can be downloaded from our Web site:  
[www.micros.umsl.edu/printforms.html](http://www.micros.umsl.edu/printforms.html)

**Alumni Association Member Discount**

Become a member of the University of Missouri-St. Louis Alumni Association and receive a 10% discount on Computer Education & Training Center classes. Call (314) 516-5833 for more information.

**Parking**

Course fees include all parking charges for Computer Education & Training Center courses. For classes on campus, you will receive a parking permit by return mail. No permit is required for off-campus locations.

**Disability Access**

The University of Missouri complies with the Americans with Disabilities Act of 1990. Persons requiring auxiliary aids should contact the Director of Disability Access Services, (314) 516-5228, at least two weeks prior to the first class session for assessment and assistance.

**Check-In**

Please arrive 10 to 15 minutes early for your first class session to check in and receive your course materials. For classes on the University of Missouri–St. Louis campus, go to 121 J.C. Penney Conference Center. For classes at the West County Continuing Education Center, go to the registration area on the first floor. Day class check-in begins at 7:45 a.m. Evening class check-in begins at 5:30 p.m.

**The Facilities**

You will be given an hour for lunch. At both locations, restaurants are located nearby (within a 5- to 10-minute drive). The UMSL campus cafeteria is normally open when the undergraduate classes are in session.

There are vending machines and a small student lounge in the building at the West County location for eating lunch.

No child-care facilities are available at either location. Children who are not registered for a class cannot accompany students to classes or be left unattended at the facilities during classes.

**Bringing Your Own Flash Drive**

In order to save your class work, you may bring your own USB flash or thumb drive. Thumb drives can be used in most of our classes.

**Future Course Catalogs**

The Computer Education & Training Center course catalog is mailed out approximately six times a year. If you have registered for a class, you will automatically be sent future catalogs. We normally do not continue to send catalogs to individuals who have not requested the catalog or who have not taken a class in the past three years. If you would like to continue to receive notices of our classes, please call (314) 984-9000, e-mail [info@micros.umsl.edu](mailto:info@micros.umsl.edu), or send in the

form on the back of this catalog with the appropriate box checked.

To let everyone know of our computer classes, we continue to mail to prospective new students. If you are not interested in classes at this time, please pass it along to a colleague.

**Instructors**

Our instructors combine high technical proficiency with excellent presentation skills. To find out more about individual instructors, go to

[www.micros.umsl.edu/instructors.html](http://www.micros.umsl.edu/instructors.html)

**Prerequisites**

Prerequisites are important to ensure the level of the student is adequately matched with the content and level of the class. If you are not sure you have all the prerequisites listed for a class, or have questions concerning the prerequisites and level of class, take advantage of our program advising service. Call, e-mail, or stop by to discuss your questions with our advisor, Paul Westermann.

Paul can be reached by phone at (314) 984-9000, by e-mail at [info@micros.umsl.edu](mailto:info@micros.umsl.edu), or in person at our West County location.

***Let us help you take the right class that fits your needs and experience!***

**Intensive Training Series**

- Do you need to learn new skills quickly?
- Are you coming from out of town?
- Do you enjoy an accelerated learning experience?

Our intensive training series can meet your needs with consecutive days of training. We schedule several levels of a course series over two to four days for your convenience. Intensive training series are listed in this catalog with the courses in the series. We have intensive training series for these areas:

Illustrator • Photoshop • InDesign • ColdFusion • Oracle  
 QuickBooks • FileMaker Pro • Project • Outlook • Acrobat  
 Crystal Reports • SQL • SQL Reporting Services • Flash  
 Dreamweaver • PHP • JavaScript

**For More Information**

**To register** (314) 984-9000

**To find out if a class is full** (314) 984-9000

**Course advice** (314) 984-9000  
**Paul Westermann**

**For information on our pre-purchase program**  
**Kate Moore** (314) 984-9000