



COMPUTER

October 22, 2009

Would you like to have your employees better skilled to meet current job demands?

Would you like your employees to acquire skills to help you gain the competitive edge?

Do your employees need workshops to meet licensing requirements?

INSTANT WEBSITE

Have you ever wanted your own website but were afraid you didn't know where to begin—we'll we have the answer for you—Instant Website.

This course is designed to get you up and running on the World Wide Web quickly and easily with the use of Joomla (a content management system). This two part class will give you the knowledge necessary to create and manage your own website—without buying expensive software or paying for costly web designers. Joomla is an incredible program allowing anyone to add on features like event calendars, classified ads, community building programs like Facebook, and so much more—you can build the website of your dreams.

Cost: \$50.00

Dates:	Saturdays—January 30 & February 6, 2010	Times:	9:00 a.m.—12:00 noon	Fairfield
	Mondays—February 22 and March 1, 2010		5:30 p.m.—8:30 p.m.	Augusta
	Fridays—March 12 and March 19, 2010		9:00 a.m.—12:00 noon	Fairfield

How to Register

(Fairfield)

- Via Phone - Call the Academic Affairs Office at 453-5134
- In Person - Come to the Academic Affairs Office at 92 Western Avenue, Fairfield

(Augusta)

- Via Phone - Call the Buker Center Office at 622-5001
- In Person - Come to the Buker Center Office at 22 Armory Road, Augusta

INTRODUCTION TO WORDPRESS

All the world is blogging and most are doing it on WordPress. It has become one of the best recognized names for creating a blogging website, because this content management system allows a person to quickly and easily set up and manage their own blogging website. In this class students will be given their own website and then will be shown how to customize it to their taste. Learn the fundamentals and features of WordPress like changing the appearance, using plug-ins, and more *It's fun and the easiest way to get a blogging website today.*

Saturdays—February 20 and 27, 2010

Time: 9:00 a.m.—12:00 noon **Location: Fairfield**

Mondays—March 8 and 15, 2010

Time: 5:30 p.m.—8:30 p.m. **Location: Augusta**

Cost: \$50.00

DREAMWEAVER

The single most powerful tool for creating web pages is Adobe Dreamweaver. This software allows you to create a page visually. First, you will be introduced to the programming basics of HTML, and CSS, the coding languages of the web. Then you will explore the powerful visual design side of Dreamweaver. You can easily lay out web pages and add complicated JavaScript functions at the click of a mouse. This Dreamweaver training will give you hands-on practice in all the essentials for creating your own website. Topics will include, but not be limited to: Rollovers, cascading style sheets, Tables, Layers, Navigation menus and much more.

Fridays—April 16—23, 2010

Location: Fairfield

Time: 8:30 a.m.—1:00 p.m.

Cost: \$150.00

Kennebec Valley Community College is an equal opportunity / affirmative action institution and employer. For more information, please call 453-5123

Instant Website, Introduction to WordPress additional information

Students will also be given 30 days of free web hosting with Central Maine Online. At the end of the 30 days students may opt to continue hosting with Central Maine Online or transfer to the hosting company of their choice.

Requirements: Students will need to secure a domain name (your web name) from Central Maine Online 7 days prior to class. Students will also need to be prepared to bring any images and information they want posted on their website to class—this can be on CD, Flash drive or even hand written. Students without prepared material may use the sample data that will be loaded on their website for testing purposes. **Cost of the domain name is not included in the cost of either course.**

ACCESS 2007 INTRODUCTION

When your Excel spreadsheet becomes difficult to analyze and manipulate, it's time to explore the world of Access. In this three week, nine hour course, students will explore relational database concepts and design considerations. Students will learn how to create a simple table by defining data types, properties and a primary key. Basic queries are built with sorting and criteria. Form and report wizards are briefly covered. At the conclusion of the course, a student will have a general understanding of tables, queries, forms and reports. Prerequisites include Excel experience and familiarity with the 2007 interface.

Wednesdays - May 5—May 26, 2010 **9:00 a.m.—12:00 noon**
Cost: \$204.00 **Location: Fairfield**

EXCEL 2007

Spreadsheets are used in many companies and for many purposes. They can be used for Invoices, Statistical data, accounting, just to name a few. In the introductory course, students will learn many uses and more importantly many short-cuts for making their work more productive and efficient. Students will create worksheets and charts, work with templates, and formulas, maneuver to and from multiple locations, and so much more. Students will learn both keyboard and mouse short-cuts. The Intermediate course will pick up where the Introduction left off and will use many of the database features such as data validation, creating pivot tables and charts, Filtering and more advanced formulas.

Introduction to Excel

Saturdays February 20 and 27, 2010 **8:30 a.m.—1:00 p.m.**

Intermediate Excel

Saturdays May 1 and 8, 2010 **8:30 a.m.—1:00 p.m.**

Cost: \$90.00 **Location: Fairfield**

FUN WITH PHOTOSHOP

Whether you are using your digital photos for professional or personal use, this course is for you. You will learn how to turn your photographs into stunning images that can be used in brochures for marketing, or just to share with family or friends. In this course you will learn to organize, tag, edit and create the perfect picture. Group photos a problem? Not any more with Photoshop—learn how to combine images to make the perfect group photo. Marketing your products and designs is easier than ever. You can also use your creativity to produce creative images for your product or your scrapbook. Space is limited so register early.

Saturday—April 10, 2010 **8:30 a.m.—3:30 p.m.**
Cost: \$50.00 **Location: Fairfield**



START SELLING E-COMMERCE IN 4 STEPS

Today e-commerce accounts for more than \$144 billion of sales in the U.S. alone—learn how you can become part of that commercial revolution.

Students will be given their own shopping cart store website which they will personalize during in-class, instructor lead examples of how to configure their site. This 4 week course is designed to show students how to create categories, add products, configure shipping, payment, and ordering modules, along with other lessons necessary in order to manage and operate a working e-commerce site.

One week prior to the first class, students must secure their own domain name which is necessary for the setup of the e-commerce site (not included in the cost of the course). Cost of this course will include 1 year of web hosting with an installed shopping cart that will be used in the class. Space is limited so register early.

Mondays—March 22—April 12, 2010 **5:30 p.m.—8:30 p.m.**
Cost: \$100.00 **Location: Augusta**

QUICKBOOKS

Quickbooks is used in many small businesses as their accounting software. In this course students will learn to use this powerful software to set-up and run their small business. Utilizing the QuickBooks Premier version students will learn to manage all their financial information in one place, create invoices, pay bills and track expenses, make tax time a snap and so much more.

Mondays - March 22—April 12, 2010 **12:30 p.m.—3:30 p.m.**
Cost: \$150.00 **Location: Fairfield**

LEGAL SECRETARY

This course will be offered in an on-line format only and is taught by instructors of the Center for Legal Studies in Golden, CO.

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format.

**Dates: January 11—February 26, 2010 or
 March 8—April 23, 2010**

Cost: \$525.00 (Cost does not include any text)

Note: The blackboard platform will be used and will be through the Center for Legal Studies not KVCC