

Pre-Semester Computing Workshops



The pre-semester computing workshops are conveniently scheduled prior to the start of the semester's full-length courses.

NEW! Basic Computer Skills

PCW 22/\$95
(includes registration fee)

This hands-on workshop is for those who have little or no experience in using a personal computer. Topics include an overview of Microsoft Windows; use of mouse and keyboard; the desktop, icons, menus, toolbars and other elements of the Windows interface; running programs such as WordPad; editing, printing and saving simple documents. Enrollment limited: one student per computer. **D**

Saturday, Feb. 7, 9:30 a.m.-4 p.m.
(includes 1/2 hour lunch break), 1 session.
Oliver Yang, microcomputer trainer.

Touring the Internet

PCW 15/\$50 (includes registration fee)
Take a tour on the Internet—the network of computers that brings together people from all over the world to share ideas, information and services. Learn to use the Internet to access information on subjects ranging from the arts to sports to finance and to search library catalogs and obtain free computer software. Enrollment limited: one student per computer. (Prerequisite: proficiency with Windows.) **D**

Tuesday, Feb. 10, 6:30-9:30 p.m.
1 session. Dominic Esposito, BEA-GEAR UP webmaster.

NEW! Managing a Home Computer System

PCW 24/\$95 (includes registration fee)
Topics discussed from the perspective of the home computer user with a Windows system include: sharing a computer system; protecting the system from viruses and other intrusions; firewalls and other security solutions; configuration of web browsers and safe web-browsing; applying patches and updates; basic maintenance such as backups and defragmentation and setting up a home network. The class includes demonstrations, lectures and discussion. It is not a hands-on class. (Prerequisite: PCW 22: *Basic Computer Skills* or equivalent course or experience.)

Monday and Wednesday, Feb. 9 and 11,
6:15-9:15 p.m., 2 sessions. Alison Gran,
technical support specialist.

D 3 1/2 inch HD diskette to be brought to class

Computing and Information Technology

- **Microcomputer Applications**
- **Advanced Microcomputer Applications**
- **Desktop Publishing, Graphics and Web Design**
- **Microcomputer Technical Support**

The computing and information technology courses and certificate programs are for individuals new to computers and for experienced users interested in learning more about microcomputer operating systems, applications, desktop publishing, graphics and web design.

Students may select individual courses or complete a certificate program.

UPDATE Microcomputer Applications

Students must apply for the program (see page 5), complete four required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- EDP 07** Introduction to Microcomputing
EDP 26 Database Design and Management Using Microsoft Access
CFM 47 Microsoft Excel
CBS 78 Word Processing with Microsoft Word

UPDATE Introduction to Microcomputing

EDP 07/\$245

This course, for those who have basic computing skills, covers essential computer concepts, the software and hardware components of microcomputers and the efficient use of Microsoft Windows. Topics include the Windows Graphical User Interface (GUI); file management; multimedia and other file types; customizing Windows and understanding hardware configurations. Also included are brief introductions to popular application software and to the Internet. (Prerequisite: PCW 22: *Basic Computer Skills* or equivalent course or experience.) 2.4 CEU **T D**

Sec. 1: **Saturdays, Feb. 28-May 1, 9-11:30 a.m.**, 8 sessions. Adrienne Whaley, microcomputer specialist.

Sec. 2: **Mondays, March 1-May 3, 6:30-9 p.m.**, 8 sessions. Joseph DiMiceli, the College of Westchester faculty.

Database Design and Management Using Microsoft Access

EDP 26/\$305

Students are introduced to the theory and practice of information management through hands-on experience with Microsoft Access. Topics include: database definitions and concepts; Access fundamentals; and creating tables, forms, queries and reports. (Prerequisite: EDP 07 or equivalent course or experience.) 3 CEU T D

Mondays, Feb. 23-May 10, 6:30-9 p.m., 10 sessions. Nancy Buckley, Dragonfly Unlimited, Creative Consultants.

Microsoft Excel

CFM 47/\$305

Learn to create a spreadsheet using Microsoft Excel. Topics covered include building formulas, copying and moving techniques, formatting, and saving and printing files. More advanced topics include building multiple-sheet files, creating graphs and using Excel functions. (Prerequisite: EDP 07: *Introduction to Microcomputing* or equivalent course or experience.) 3 CEU T D

Saturdays, Feb. 21-May 8, 11:35 a.m.-2:05 p.m., 10 sessions. Instructor: TBA

Word Processing with Microsoft Word

CBS 78/\$305

This course in Microsoft Word emphasizes editing commands and formatting features while introducing the Windows environment. Students learn to create, edit, format and print single- and multiple-page documents. Other topics include mail merge, tables, columns, inserting graphics, and basic macros. (Prerequisite: basic keyboarding [typing] skills.) 3 CEU T D

Saturdays, Feb 21-May 8, 9-11:30 a.m., 10 sessions. Mary Jane Torres, Cardinal Spellman High School faculty.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

NEW! Advanced Microcomputer Applications

Students must apply for the program (see page 5), complete seven required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

EDP 07 Introduction to Microcomputing
EDP 26 Database Design and Management Using Microsoft Access

CFM 47 Microsoft Excel

CBS 78 Word Processing with Microsoft Word

EDP 19 Microsoft PowerPoint

EDP 36 Microsoft Outlook

EDP 39 Advanced Database Management Using Microsoft Access

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CFM 48 Intermediate Microsoft Excel

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Database Design and Management Using Microsoft Access

EDP 26/\$305

(see this page)

Microsoft Excel

CFM 47/\$305 (see this page)

Word Processing with Microsoft Word

CBS 78/\$305 (see this page)

Microsoft PowerPoint

EDP 19/\$305

(To be offered in fall 2004)

NEW! Microsoft Outlook

EDP 36/\$150

Learn to make efficient use of one of the most popular e-mail and information management software packages in use today. Topics include creating, sending, receiving and organizing e-mail; managing contacts, address books, schedules and tasks; filtering; customizing the way Outlook works; protecting your information and integrating Outlook with other Microsoft Office applications such as Excel and Access. (Prerequisite: EDP 07 or equivalent course or experience.)

1.3 CEU T D

Tuesdays, April 20-May 18, 6:30-9 p.m., 5 sessions. Instructor: TBA

FREE CAREER SEMINAR
Computing and Information
Technology
Saturday, January 17
10-11:30 a.m.
For information
call (718) 960-8512

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Advanced Database Management Using Microsoft Access

EDP 39/\$305

(To be offered in fall 2004)

Intermediate Microsoft Excel

CFM 48/\$305

This course builds upon CFM 47: *Microsoft Excel* to provide a more in-depth view of spreadsheet design and advanced functions. Topics include: IF statements; macrodesigning; editing and debugging; lookup tables; solving formulas; what-if analysis; linking multiple workbooks; 3-D spreadsheets; pivot tables; customizing Excel and database functions. (Prerequisite: CFM 47 or equivalent course or experience.) 3 CEU **T D**

Thursdays, Feb. 26-May 6, 6:30-9 p.m.,
10 sessions. Nancy Buckley, Dragonfly Unlimited, Creative Consultants.

Desktop Publishing, Graphics and Web Design

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

EDP 07 Introduction to Microcomputing

EDP 56 Computer Graphics Using Photoshop

EDP 64 Adobe Illustrator

EDP 115 Publishing on the World Wide Web

EDP 67 QuarkXPress

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Computer Graphics Using Photoshop

EDP 56/\$245

(To be offered in summer 2004)

Adobe Illustrator

EDP 64/\$245

Adobe Illustrator is the industry-standard object-oriented graphics application used to create drawings, logos, typographic designs, charts, maps, artwork and other materials for print and electronic publication. Topics include Illustrator tools for creating, selecting, copying, transforming, and reshaping drawings and other vector graphics; layers, masks and filters; working with type; and the management of output. (Prerequisite: EDP 07 or equivalent course or experience.) 2.4 CEU **T D**

Wednesdays, Feb. 25-April 21, 6:30-9 p.m.,
8 sessions. Instructor: TBA

MICROSOFT OFFICE PROFESSIONAL COURSES

CBS 78 *Word Processing with Microsoft Word* (see page 15)

CFM 47 *Microsoft Excel* (see page 15)

CFM 48 *Intermediate Microsoft Excel* (see this page)

EDP 19 *Microsoft PowerPoint* (To be offered in fall 2004)

EDP 26 *Database Design and Management Using Microsoft Access* (see page 15)

EDP 39 *Advanced Database Management Using Microsoft Access* (To be offered in fall 2004)

Microcomputer Systems and Programming Certificate Program

New students are no longer being accepted into this program. Continuing students should contact the Office of Continuing Education at (718) 960-8512 to plan completion of their certificates.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Publishing on the World Wide Web

EDP 115/\$245

Students are introduced to HTML (HyperText Markup Language), the language used to create documents or "pages" for publication on the World Wide Web. Students learn to design and format documents; embed links to other resources; and use lists, tables, forms and frames. How to incorporate and manage graphic content created in other programs such as Photoshop and obtained from input devices such as scanners is covered. Emphasis is placed on creating effective, informative and aesthetically-pleasing Web content. (Prerequisites: EDP 07 or equivalent course or experience and familiarity with the Internet.)
2.4 CEU **T D**

Saturdays, Feb. 21-April 24, 9-11:30 a.m.,
8 sessions. Livia Nieves, Web graphic designer and developer.

QuarkXPress

EDP 67/\$245

(To be offered in fall 2004)

- T** Textbook to be brought to first class meeting
- D** 3 1/2 inch HD diskette to be brought to first class meeting

Microcomputer Technical Support

Students must apply for the program (see page 5), complete four required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- EDP 07** Introduction to Microcomputing
- EDP 09** Microcomputer Operating Systems
- EDP 10** Advanced Microcomputer Operating Systems
- EDP 59** Microcomputer Hardware and Repair

Recommended Course

- EDP 42** Introduction to Computer Networks

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Microcomputer Operating Systems

EDP 09/\$305

In this course, students are introduced to the architecture, concepts and commands of microcomputer operating systems including Microsoft Disk Operating System (DOS) and Microsoft Windows. Students perform tasks such as managing files, directories and disks. They are also introduced to basic components of a microcomputer including the CPU, random access memory and disk storage and, in addition, learn to use the operating system to make efficient and effective use of the hardware. Enrollment limited: two students per computer. (Prerequisite: EDP 07 or equivalent course or experience.) 3 CEU **T D**

Saturdays, Feb. 21-May 8, 9-11:30 a.m.,
10 sessions. Instructor: TBA

Advanced Microcomputer Operating Systems

EDP 10/\$305

(To be offered in summer 2004)

NOTICE

Under certain circumstances, course substitutions may be made with the permission of the program coordinator.

Students requesting to waive a course must complete a *Waiver of Course* form available in the Office of Continuing Education or from our website:
<http://www.lehman.cuny.edu/depts/ceforms.html>.

For additional information on the Computing and Information Technology programs, send electronic mail to:

compinfo@alpha.lehman.cuny.edu
or refer to our World Wide Web site:
<http://www.lehman.cuny.edu/programs/continuing.html>

All computer courses have enrollment limited to one student per computer unless otherwise indicated.

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Microcomputer Hardware and Repair

EDP 59/\$445

This course is designed to prepare students to support personal computer hardware. Topics include the identification, installation, configuration and upgrading of microcomputer components including power supplies; system boards; CPUs; input/output (I/O) devices such as keyboards and video; ports and expansion slots; memory; storage devices such as floppy drives, hard drives and CDs; multimedia devices; and network hardware. Safety, preventive maintenance, and diagnostic and troubleshooting techniques used by entry-level PC technicians are covered. Enrollment limited: two students per computer. (Prerequisites: EDP 09 or equivalent course or experience. EDP 10 is highly recommended.) *PC tool kit, available in the Lehman College Bookstore, to be brought to first class meeting.* 4.2 CEU
T D

Thursdays, Feb. 26-May 20, 6:15-9:10 p.m., 12 sessions. Junior Abad, systems administrator, Lehman College.

Recommended Course

Introduction to Computer Networks

EDP 42/\$305

(To be offered in fall 2004)

- T** Textbook to be brought to first class meeting
D 3 1/2 inch HD diskette to be brought to first class meeting

Information Technology Professionals' Series

Introduction to SQL and the Client/Server Environment Using Oracle Database Server

EDP 500/\$370

Students are introduced to the industry-standard Structured Query Language (SQL) and its use as a data access and manipulation language for relational databases, specifically, the Oracle database system. Students become familiar with the concepts by developing statements to access data in the sample Oracle database. The other component of the course is an introduction to client/server systems. The focus is on the database server (RDBMS) to show how it is used by developers to create efficient applications on the client side. (Prerequisite: EDP 26 or equivalent course or experience.) 3.6 CEU

Wednesdays, Feb. 25-May 5, 6:30-9:30 p.m., 10 sessions. Joseph Medved, database administrator.

Relational Database Analysis and Design

EDP 502/\$370

The course provides a comprehensive foundation for designing, building and working with relational databases. The course includes an overview of relational database fundamentals; all aspects of the design of relational databases such as developing a logical data model, mapping the data model to a relational model, developing conceptual schema and data normalization. The course also covers elements of physical database design such as grouping and assigning tables to files, indexing for performance and integrity. Database access and security are discussed. (Prerequisite: EDP 26 or equivalent course or experience.) 3.6 CEU

Mondays, Feb. 23-May 10, 6:30-9:30 p.m., 10 sessions. Joseph Medved (see above).

NEW! Visual Basic .NET: An Introduction for Programmers

EDP 504/\$245

Following an overview of the Microsoft .NET framework, students are introduced to Visual Basic .NET – the newest version of the Visual Basic programming language for the development of Windows-based and web-based applications. Differences between the Visual Basic .NET and previous versions of the language are discussed and demonstrated with examples created within the Visual Studio .NET Integrated Development Environment. (Prerequisite: knowledge of at least one programming language.) 2.4 CEU **T D**

Saturdays, Feb. 21-April 24, 9-11:30 a.m., 8 sessions. Elsworth Brown, computer consultant.