

Chemeketa Community College's Computer Technology Training Center provides computer workshops and classes for business and home users, everyone from complete novices to professionals in computer technology.

Special classes have been designed for seniors – or anyone else who wants to learn the basics at a leisurely pace—as well as children from third through eighth grade.

For more experienced computer professionals, courses for certification in the following areas are also offered: Microsoft Certified Systems Administrator, Microsoft Certified Systems Engineer, A+ and Network +.

The Center will also help businesses assess the skill level of their staff and provide customized training in needed areas.

For more information about any of our programs, call 503-315-4265 or visit our website at:

<http://cttc.chemeketa.edu>

Computer Technology Training Center

Computer Application Classes

For information or to register for the classes listed below, please call the CTTC office at 503-315-4265.

Introduction to Computers Learn the basics of computer use in a relaxed environment. Salem Campus, Bldg. 4, Rm. 272. \$135.

Choose one of the two classes below:

(CRN 35980) 9 a.m.–4 p.m., Thursday, Oct. 5 & 12.

(CRN 35981) 6–9 p.m., Tuesday, Thursday, Dec. 5, 7, 12, 14.

Introduction to Computers for Parents Worried about what your kids are getting into on the computer? This class will build your awareness of computer basics with an emphasis on keeping your kids safe on the internet. 9 a.m.–4 p.m., Monday, Tuesday, Dec. 18 & 19. \$135.

Crystal Reports (CRN 35983) This class covers both basic and moderately advanced methods of creating reports with Crystal Reports. Beginning students will concentrate on the common, everyday elements of report design and production, while more advanced students will explore more sophisticated and specialized Crystal features. 8:30 a.m.–4:30 p.m., Monday, Tuesday, Oct. 23 & 24. Bldg. 4, Rm. 272, \$185.

HTML Fundamentals An introduction to using HTML in creating web pages. 8:30 a.m.–4:30 p.m., Wednesday, Oct. 4. Bldg. 4, Rm. 272. \$62.

MS Word Basics 1 (CRN 35984) Begin to learn word processing the easy way. 9 a.m.–4 p.m., Thursday, Oct. 19, Bldg. 4, Rm. 272. \$62.

MS Word Basics 2 (CRN 35985) Continued word processing training. 9 a.m.–4 p.m., Thursday, Oct. 26. Bldg. 4, Rm. 272. \$62.

MS Excel Basics 1 (CRN 35986) Introduction with a great instructor. 9 a.m.–4 p.m., Thursday, Nov. 2. Bldg. 4 Rm. 272. \$62.

MS Excel Basics 2 (CRN 35988) Improve your Excel skills. 9 a.m.–4 p.m., Thursday, Nov. 9. Bldg. 4, Rm. 272. \$62.

MS Publisher Create professional-looking publications by learning how to use templates, insert tables and objects, and manipulate text and graphics during this hands-on course. 9 a.m.–4 p.m., Thursday, Nov. 16. Bldg. 4, Rm. 272. \$62.

PHP 8:30 a.m.–4:30 p.m., Wednesday, Thursday, Sept. 26 & 27. Bldg. 4 Rm. 272. \$185.

Adobe classes

Call 503-315-4265 for information or to register.

Acrobat 8:30 a.m.–4:30 p.m., Monday, Oct. 9. Bldg. 4, Rm.272. \$98.

InDesign 9 a.m.–4 p.m., Monday, Tuesday, Nov. 6 & 7. Bldg. 4, Rm. 272. \$185.

Photoshop Elements 9 a.m.–4 p.m., Monday, Tuesday, Oct. 2 & 3. Bldg. 4, Rm. 272. \$185.

Photoshop CS 8:30 a.m.–4:30 p.m., Monday, Tuesday, Nov. 13 & 14. \$185.

Accounting Software

QuickBooks Pro 2005 level 1 (CRN 33718) This is an introductory class for students with minimal computer/bookkeeping skills. Topics include creating a company profile, working with lists, setting up inventory, selling your products, payment processing, invoicing, working with bank accounts and online banking, entering and paying bills, and using the EasyStep Interview.

Santiam Center 2–5:10 p.m., Thursday, Sept. 28–Oct. 26. \$185.

QuickBooks Pro 2005 level 2 (CRN 34525) This course is a continuation of QuickBooks Pro Series 1 and will cover such function as customizing forms, using QuickBooks other accounts, creating reports and graphs, tracking and paying sales tax, doing payroll, estimating, time tracking, writing letters and synchronizing with contacts.

Santiam Center: 2–5:10 p.m., Thursday, Nov. 2–Dec. 7. \$185.

Network+ Certification

Network+ Certification Preparation (CRN 35990) Jim Wiggins, instructor. 6–9 p.m., Tuesday, Thursday, Oct. 3–Nov. 16. Bldg. 6, Rm. 216. \$865.

Technical Certification Preparation

A+ and Microsoft Certification Preparation Classes

For information or to register for the classes listed below, please call the CTTC office at 503-315-4265.

A+ Certification

A+ Certification Preparation (CRN 35989) Earning A+ Certification means you possess the knowledge, technical skills, and computer relations techniques essential for becoming a successful computer service technician. This course covers the hardware and software technologies needed to pass the certification exam. A few of the topics covered are: troubleshooting and preventive maintenance, hardware installation and configuration, diagnostics and repair, printers, the Internet, Wide Area Network infrastructure, customer service, DOS, and Windows hardware and software management. Jim Wiggins, instructor. 8:30 a.m.–4:30 p.m., Saturday, Sept. 30–Nov. 18. Bldg. 4, Rm. 272. \$1005.

Microsoft Certified Systems Engineer (MCSE)

For students new to the Microsoft Certification program, or for those who started summer term 2006, courses 2273 and 2277.

MCSE #2273 5:30–9:30 p.m., Monday, Wednesday, Nov. 6–Dec. 6. Bldg. 4, Rm. 272. \$1012.

Computers for Seniors

Hands-on computer classes for Senior Citizens or those wanting to learn at a more leisurely pace. For information or to register for these classes, please call the CTTC office at 503-315-4265.

Computers for Seniors level 1 (CRN 35972) No computer experience necessary. Learn the basics of how to use a computer. 1–3 p.m., Monday & Wednesday, Oct. 2–18. Bldg. 6, Rm. 217. \$55.

Computers for Seniors level 2 (CRN 35976) Builds on what you learned in level 1. 1–3 p.m., Monday & Wednesday, Oct. 23–Nov. 8. Bldg. 6, Rm. 217. \$55.

Computers for Seniors: Creating Holiday Newsletters (CRN 35978) Level 1 and 2 classes recommended. Have fun using your computer to create decorative newsletters for your family and friends for the holidays. 1–3 p.m., Monday & Wednesday, Nov. 13–22. Bldg. 6, Rm. 217. \$35.

Computers for Seniors: Internet & Email (CRN 35979) Level 1 and 2 classes recommended. Learn to surf the internet and send & receive email. 1–3 p.m., Monday & Wednesday, Nov. 27–Dec. 6. Bldg. 6 Rm. 217. \$35.

Youth Classes

Exciting and educational classes for youth this fall at Chemeketa

Call the CTTC office for more information or to register for these classes: 503-315-4265. All classes are taught at Chemeketa's main campus on Lancaster Drive.

Introduction to Computers 1 \$125 Learn the basics from parts of a computer (motherboard, input output devices, etc.), what computer to buy (memory, speed, etc.), basic computer security and use, plus file management. This class is a good prerequisite to other advanced computer courses such as Website Design, Gaming, and Computer Coding. Maximum number of students, 15.

Session 1: Grades 3-5: Dec. 18–21, 9 a.m.–noon, Bldg. 4, Rm. 272.

Session 2: Grades 6-8: Dec. 18–21, 1–4 p.m., Bldg. 4, Rm. 272.

Lego Physics \$155 How tall can a tower rise? How far can a bridge span? Can you build a tower three times taller by using three times the amount of materials? Answer these questions and others as you discover how physics principles are put to practical use. Using Lego building components, you will investigate structural designs and employ gears, cams and pendulums to explore kinetic and stored energy. Working individually and in teams, you will build towers and Ping-Pong launchers and solve the puzzle of the contents of the "mystery boxes." With the addition of electric motors, you will build and improve a motorized crane, a "Tug - Boat" and a steerable car. Use acceleration, velocity and electric motors to create truly sophisticated projects. Maximum number of students, 15.

Level 1: Grades 3-5: 9 a.m.–12 p.m., Dec. 18–21. Bldg. 4, Rm. 272.

Level 2: Grades 4-6: 1–4 p.m., Dec. 18–21. Bldg. 4, Rm. 272.

Game-Maker \$135. Download and use this powerful shareware software without the need for programming skills. Design and create your own games with backgrounds, animated graphics, music and sound effects. Maximum number of students, 15.

Session 1: Grades 3-5: 9 a.m.–12 p.m., Dec. 18–21, Bldg. 4, Rm. 272.

Session 2: Grades 6-8: 1–4 p.m., Dec. 18–21, Bldg. 4, Rm. 272.

Computer Maintenance & Repair \$125.

Session 1: Grades 3-5: 9 a.m.–noon, Dec. 20–21, Bldg. 4, Rm. 272.

Session 2: Grades 6-8: Dec. 20-21, 1–4 p.m., Bldg. 4, Rm. 272.

COMPUTER TECHNOLOGY TRAINING CENTER



The CTTC provides quick, intensive and complete instructor-led training for business and home users. Our classes begin with the basics and move into high-tech certification preparation such as A+ and Microsoft IT Academy. The CTTC will assess your staff's current skills and measure their success after completing our classes. If you don't see the class you need in our schedule, give us a call; we can set up a class for you. Many of our students have minimal or no computer skills. Whether you are a beginner or advanced user, we have classes that fit your needs.



<http://cttc.chemeketa.edu>

New! Prometric Testing Center IT Certification Testing

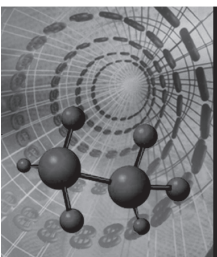


The CTTC offers official certification testing at Chemeketa's main campus in Salem. The testing center is currently open on Fridays.

Call 503-315-4265 for information. Go to www.prometric.com to register for a test

The Oregon Gateway for Business and Education

<http://orengateway.trainingmatrix.com>



The Gateway Project, developed by the Enterprise for Employment and Education and supported through a \$2.76 million grant from the U.S. Department of Labor, connects businesses to cutting edge training through the Oregon Gateway for Business and Education portal and the Advanced Manufacturing and Technology Institute.

CHEMEKETA
COMMUNITY COLLEGE

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Chemeketa Community College is an equal opportunity, affirmative action institution. For special accommodations, contact Disability Services, 503-399-5192, (voice TTY) at least two weeks in advance.