

Free learning on the Web

Log in to learn with a LIVE ONLINE instructor from the convenience of your home or office.

Photoshop TIPS for WEB IMAGES

3:00pm-4:30pm **Jan 14**

RIBBONS - the new look of OFFICE 2007

3:00pm-4:30pm **Feb 10**

Basic FAMILY FINANCES in Excel

3:00pm-4:30pm **Mar 22**

QUICK & EASY web authoring using Dreamweaver

3:00pm-4:30pm **Apr 6**

Contact our Registration Desk at 494.2636 or email computer.training@dal.ca for details, to register, and to get instructions on how to get connected.

New Courses

DESIGN FOR NON-DESIGNERS

You are tasked with creating PowerPoint presentations, notices, small posters and more using basic office tools. The info is there, but just does not have that extra design "edge". This course is for you! Visual literacy has similar rules to reading and writing. Find out how it works in this one-day, hands-on, workshop.

8:30am-4:30pm — \$169 **Jan 21; Apr 12**

WINDOWS 7

Improve your effectiveness and workflow efficiency when you learn to use the user-friendly tools and programs included in Windows 7. This workshop will give you a comprehensive overview of this dynamic new operating system from Microsoft.

8:30am-4:30pm — \$169 **Mar 10; Apr 13**

ADOBE CONTRIBUTE

Learn to administer and maintain a multi-user website using Adobe Contribute in this course. Manage privileges for users so that non-programmers can easily contribute content updates using this intuitive What You See Is What You Get (WYSIWYG) development environment.

8:30am-3:30pm — \$399 **Mar 30 & 31**

Custom courses

Computer Training at Dalhousie will arrange a course for your group or business at a time that is convenient for you, including evenings and weekends.

Training in topics not listed on this brochure may also be arranged upon request.

courses Online

Enhance your classroom experience by following up with an online course. Or, if you simply cannot make it for an instructor-led course, learn at your own pace, at a time that is convenient for you, online.

Train in hundreds of topics! For complete online course listings, prices, and syllabus details, visit ct.dal.ca/online.

stay Informed

Visit us online at ct.dal.ca to view detailed course outlines in pdf format. Or contact us to have them mailed, faxed or e-mailed directly to you.

Dalhousie Faculty and Staff

Special pricing and payment arrangements available. Contact our office for details.

Workshops on Blackboard (BB - Dalhousie's learning course management system) and other educational technologies are offered by Integrated Learning Online, a unit of Academic Computing Services. These workshops are offered at no charge for faculty and staff. Visit ilo.dal.ca for the full workshop schedule, or email ilo@dal.ca for more information.

If you are a person with a disability and require accommodation to fully participate in any of our courses, please let us know.

All courses offered in this brochure are pc-based. Mac training may be available upon request.

Information in this brochure is considered accurate at the time of printing. Course dates and durations may be subject to change, and additional courses added if required due to number of registrants. Contact us for the most up-to-date information.



"The instructor was patient, personable and great at what he does."

Participant, Excel 2007 Level 1, October 2009

"I learned a number of things that will help my work day."

Participant, Simply Accounting 2008 Level 1, September 2009

"The instructor was excellent and gave us more than we needed. She made it fun and very conducive to learning."

Participant, Word 2007 Level 1, July 2009



Computer Training at Dalhousie

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Web: ct.dal.ca

ENHANCE YOUR SKILLS



From word processing to web design, our training will improve your effectiveness at work. Relaxed hands-on learning, day or evening classes.

Computer Training at Dalhousie

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January to April
2010



Office Productivity

WORD 2003 Level 1

8:30am-2:30pm — \$259 **Feb** 3 & 4; **Mar** 30 & 31

WORD 2003 Level 2

8:30am-2:30pm — \$259 **Jan** 7 & 8; **Apr** 12 & 13

WORD 2003 Advanced Topics:

Customization, Long Documents, and Macros

8:30am-2:30pm — \$299 **Jan** 21 & 22

WORD 2003 Advanced Topics:

Forms, Merges, and Advanced Collaboration

8:30am-2:30pm — \$299 **Jan** 25 & 26

WORD 2007 Level 1

8:30am-2:30pm — \$259 **Feb** 22 & 23
6:00pm-9:00pm — \$259 **Apr** 7, 8, 14 & 15

WORD 2007 Level 2

8:30am-2:30pm — \$259 **Mar** 11 & 12; **Apr** 26 & 27

WORD 2007 Level 3

8:30am-2:30pm — \$259 **Mar** 22 & 23

EXCEL 2003 Level 1

8:30am-2:30pm — \$259 **Feb** 11 & 12

EXCEL 2003 Level 2

8:30am-2:30pm — \$259 **Mar** 3 & 10

EXCEL 2003 Advanced Topics:

Customization, Collaboration, and Macros

8:30am-2:30pm — \$299 **Jan** 14 & 15

EXCEL 2003 ADVANCED TOPICS: DATABASE MANAGEMENT AND ANALYSIS

8:30am-2:30pm — \$299 **Mar** 18 & 19

EXCEL 2007 LEVEL 1

6:00pm-9:00pm — \$259 **Feb** 1, 2, 8 & 9
8:30am-2:30pm — \$259 **Apr** 5 & 6

EXCEL 2007 Level 2

8:30am-2:30pm — \$259 **Mar** 4 & 5; **Apr** 29 & 30

EXCEL 2007 Level 3

8:30am-2:30pm — \$259 **Mar** 25 & 26

POWERPOINT 2007 Level 1

8:30am-2:30pm — \$259 **Feb** 10 & 17

POWERPOINT 2007 Level 2

8:30am-2:30pm — \$259 **Mar** 15 & 16

ACCESS 2003 Level 1

8:30am-2:30pm — \$259 **Feb** 1 & 2

ACCESS 2003 Level 2

8:30am-2:30pm — \$259 **Mar** 8 & 9

ACCESS 2003 Level 3

8:30am-2:30pm — \$299 **Apr** 9 & 16

ACCESS 2003 Level 4: Visual Basic

8:30am-4:30pm — \$299 **Apr** 28

ACCESS 2007 Level 1

8:30am-2:30pm — \$259 **Feb** 8 & 9; **Apr** 7 & 8

ACCESS 2007 Level 2

8:30am-2:30pm — \$259 **Feb** 25 & 26; **Apr** 22 & 23

ADOBE ACROBAT 9 Introduction

8:30am-4:30pm — \$299 **Apr** 1

VISIO Level 1

8:30am-4:30pm — \$299 **Mar** 29

SIMPLY ACCOUNTING 2008 Level 1

6:00pm-9:00pm — \$359 **Jan** 18, 19, 25 & 26

SIMPLY ACCOUNTING 2008 Level 2

6:00pm-9:00pm — \$359 **Feb** 15, 16, 22 & 23

Web and Design

HTML AUTHORIZING BASICS Level 1

8:30am-2:30pm — \$359 **Jan** 20 & 27

DREAMWEAVER CS3 Level 1

8:30am-2:30pm — \$259 **Feb** 15 & 16; **Apr** 14 & 21

DREAMWEAVER CS3 Level 2

8:30am-2:30pm — \$259 **Jan** 18 & 19; **Mar** 1 & 2

DREAMWEAVER CS3 Level 3

8:30am-2:30pm — \$299 **Mar** 18 & 19

UNIX Level 1

8:30am-4:30pm — \$559 **Jan** 26, 27, 28 & 29

UNIX Level 2

8:30am-4:30pm — \$559 **Feb** 18, 19, 20 & 21

UNIX Level 3: System Administration

8:30am-4:30pm — \$879 **Apr** 15, 16, 17 & 18

PHP

8:30am-4:30pm — \$499 **Mar** 17 & 24

PHOTOSHOP CS3 Level 1

8:30am-3:30pm — \$399 **Jan** 19 & 20;
6:00pm-9:00pm — \$399 **Mar** 15, 16, 22 & 23

PHOTOSHOP CS3 Level 2

8:30am-3:30pm — \$399 **Mar** 8 & 9

INDESIGN CS3 Level 1

8:30am-3:30pm — \$399 **Jan** 11 & 12; **Apr** 19 & 20

INDESIGN CS3 Level 2

8:30am-3:30pm — \$399 **Mar** 17 & 24

PREMIERE PRO CS3 Level 1

8:30am-3:30pm — \$399 **Apr** 19 & 20

MICROSOFT OUTLOOK 2007

8:30am-4:30pm — \$149 **Feb** 24; **Apr** 1

To obtain a Web and Design Proficiency Certificate, complete 3 online courses and 6 in-class courses in a minimum of 3 categories within 12 months.

Office Productivity continued

PROJECT 2007 Level 1

8:30am-3:30pm — \$399 **Feb** 18 & 19

SOCIAL NETWORKING

8:30am-4:30pm — \$169 **Jan** 27; **Mar** 29


MICROSOFT OFFICE 2007 - New Features

8:30am-4:30pm — \$199 **Jan** 13

To obtain an Office Productivity Certificate, complete 4 online courses and 10 in-class courses in a minimum of 4 categories within 12 months. Two workshops are equivalent to one course.

Greener Learning

The luxury of instructor-led training, while helping the environment with Computer Training at Dalhousie's new Greener Learning pilot program, join a live class from home or work — no commuting. AND, workbooks will be provided in electronic format to help even more!

Join the classroom courses marked with  on this brochure by webinar, and save 50% off the course fee.

*Those receiving a printed copy of this brochure who would like to be included in our email contact instead of paper, please contact our office to register at computer.training@dal.ca