

BASIC MICROSOFT APPLICATIONS

Using the industry-standard Microsoft Office Professional Suite for Windows, the Basic Microsoft Applications program focuses on mastering Windows and the four primary Office applications. These courses meet the needs of students with a wide variety of career interests including administrative support positions, finance and information management and also helps them prepare for the Microsoft certification exams. *Students may register for individual courses or complete the certificate program. Program may be completed in one semester with the NEW accelerated class schedules.**

Required Courses

PCW 22	Basic Computer Skills
CBS 51	Computerized Keyboarding
EDP 07	Introduction to Microcomputing
CFM 47	Microsoft Excel 2007
CBS 78	Microsoft Word 2007
EDP 19	Microsoft PowerPoint 2007

Enhanced Certification: Students must complete 2 additional courses:

EDP 26	Microsoft Access 2007 (see page 9)
EDP 18	Advanced Microsoft Word and Excel (see page 9)

Basic Computer Skills

PCW 22/\$90

A hands-on workshop for those with 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.

CC Sec. 1: Tues./Thurs., 6:00 p.m.-9:00 p.m., Sept. 15, 17 (2 sessions) Adrienne Whaley, microcomputer specialist.

LC Sec. 2: Sat., 9:30 a.m.-4:00 p.m., Sept. 26 (includes 30 minute break) (1 session) Adrienne Whaley, microcomputer specialist.

NOTE: Under certain circumstances, course substitutions for certificate program courses may be made with the permission of the program coordinator.

For additional information on the Computer Information Technology programs, send e-mail to: compinfo@lehman.cuny.edu or visit <http://www.lehman.edu/ce>

Computerized Keyboarding (Typing)

CBS 51/\$225

This is an intensive course in the elements of keyboarding and proper form and style for letters, reports, memoranda and tables. Development of keyboarding speed to a minimum of 35 words per minute is a goal. The skills taught are essential for success in computer tasks. *Textbook and 3 1/2 inch HD diskette must be brought to first class.* 2.7 CEU

CC Sat., 9:00 a.m.-11:30 a.m., Oct. 3-Nov. 21 (8 sessions) Brunilda Garcia, Hostos Community College faculty.

Introduction to Microcomputing

EDP 07/\$255

For those with basic computing skills who would like to enhance them. Essential computer concepts, software and hardware components and the efficient use of Microsoft Windows Vista are covered. Topics include: Windows Graphical User Interface (GUI); file management; multimedia and other file types; customizing Windows and understanding hardware configurations. (Prerequisite: PCW 22 or equivalent course or experience.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 2.4 CEU

LC Sec. 1: Sat., 9:00 a.m.-11:30 a.m., Oct. 3-Nov. 21 (8 sessions)

LC Sec. 2: Mon./Wed., 6:30 p.m.-9:00 p.m., Sept. 30-Nov. 2 (no classes Oct. 12, 14) (8 sessions)

Microsoft Excel 2007

CFM 47/\$285

Topics include: Excel screen layout, menus, toolbars; entering data into cells; moving and copying cells; moving through a worksheet; formatting a worksheet; working with charts, formulas, functions, lists; and preparing worksheets for the web. (Prerequisite: EDP 07 or equivalent course or experience.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 3 CEU

LC Sec. 1: Sat., 11:35 a.m.-2:05 p.m., Sept. 26-Dec. 5 (no class Nov. 28) (10 sessions)

CC Sec. 2: Tues./Thurs., 6:30 p.m.-9:00 p.m., Nov. 3-Dec. 8 (no class Nov. 26) (10 sessions), Adrienne Whaley, microcomputer specialist.

Microsoft PowerPoint 2007

EDP 19/\$285

Explore and customize the Microsoft PowerPoint 2007 environment (menus, toolbars); build new presentations; learn to use the formatting, proofing and drawing tools; import clip art; create tables and charts; create slides using templates and master slides; enhance presentations with special effects, transitions and multimedia; control the delivery of a slide show; print and export presentations; and integrate PowerPoint with Microsoft Word and Excel. (Prerequisite: EDP 07 or equivalent course or experience.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 3 CEU

CC Mon./Wed., 6:30 p.m.-9:00 p.m., Nov. 9-Dec. 9 (10 sessions) Steve Feld, microcomputer specialist.

Microsoft Word 2007

CBS 78/\$285

Emphasis is on editing commands and formatting features while introducing the Windows environment. Topics include: how to create, edit, format, and print single- and multiple-page documents; mail merges, tables, columns, inserting graphics, and basic macros. (Prerequisite: basic keyboarding [typing] skills.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 3 CEU

CC Tues./Thurs., 6:30 p.m.-9:00 p.m., Sept. 22-Oct. 27 (no class Sept. 29) (10 sessions) Adrienne Whaley, microcomputer specialist.

*NEW ACCELERATED Schedules:

Introduction to Microcomputing

Sec. 2: Mon./Wed., 6:30 p.m.-9:00 p.m., Sept. 30-Nov. 2

Microsoft Word

Tues./Thurs., 6:30 p.m.-9:00 p.m., Sept. 22-Oct. 27

Microsoft Excel

Sec. 2: Tues./Thurs., 6:30 p.m.-9:00 p.m., Nov. 3-Dec. 8

Microsoft Powerpoint

Mon./Wed., 6:30 p.m.-9:00 p.m., Nov. 9-Dec. 9

COMPUTER INFORMATION TECHNOLOGY

Advanced Microsoft Word 2007 and Excel 2007

EDP 18/\$285

Topics include: advanced features of Microsoft Word such as mail merge, macros, forms, toolbar customization, tables of contents and indexes; advanced features of Excel such as financial and logical functions, lookups, lists, pivot tables and conditional formatting; and the integration of Word and Excel to solve complex tasks. Designed to help students prepare for the Microsoft Certified Application Specialist exams in Word 2007 (77-601) and in Excel 2007 (77-602). (Prerequisites: CBS78: Microsoft Word 2007 and CFM47: Microsoft Excel 2007 or equivalent course or experience.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 3 CEU

LC Sat., 9:00 a.m.-11:30 a.m., Oct. 3-Dec. 12 (no class Nov. 28) (10 sessions) Adrienne Whaley, microcomputer specialist.

Microsoft Access 2007 for Windows

EDP 26/\$285

Students are introduced to the theory and practice of information management through hands-on experience with Microsoft Access 2007. Topics include: database definitions and concepts; Access fundamentals; and creating tables, forms, queries and reports. (Prerequisite: EDP 07 or equivalent course or experience.) *Textbook must be brought to first class. Teacher will advise students about storage medium.* 3 CEU

CC Wed., 6:30 p.m.-9:00 p.m., Sept. 23-Nov. 25 (10 sessions) Shawn Plant, computer trainer.

FREE CAREER SEMINAR

Computer Information Technology

Tuesday, September 8
6:30 p.m.-8:00 p.m.

and

Saturday, September 12
10:30 a.m.-12:00 p.m.

at Lehman College, old Gym 102C

(see map page 48)

For more information,
call (718) 960-8512



Facebook, Twitter and More...

PCW 31/\$140

Do you want to find old friends, make new ones, reunite with long-lost and distant relatives and some you never knew you had? Would you like to receive direct reports from people participating in major events throughout the world? Do you want advice on finding the best pizza when traveling? Do you want to keep an online journal and collaborate on a web site with people located anywhere in the world who share your interests? You can do all of this using Facebook, Twitter and other social networking services that you will learn about in this class. (Prerequisite: PCW 22: Basic Computer Skills)

LC Fri., 6:00 p.m.-8:30 p.m., Sept. 25-Oct. 16 (4 sessions)

CLASE DE INFORMÁTICA EN ESPAÑOL

Curso Básico de Computación:

EDP 80/\$200

Este curso es una introducción básica al uso de la computadora utilizando las aplicaciones de microsoft. Los siguientes tópicos son: Estructura del Computador, Sistemas Operativos y Administración del Sistema; Programas Utilitarios: Procesador de Textos y Hoja de Cálculo Electrónico; Programas Utilitarios: Base de Datos y Presentaciones; Internet: Conexiones, "Browsers", Máquinas de Búsqueda, Comercio electrónico, y Fraudes electrónicos (scam, phishing, etc.); Internet: E-mail, Mensajeros, Chat Rooms y Blogs; Internet: "Downloads", "Uploads", fotos digitales y música; Desarrollo de la Red: Páginas de Internet: diseño y creación; Revisión y Proyecto Final. 1.92 CEU

CC Martes, 7:00 p.m.-9:00 p.m., Oct. 6-Nov. 24 (8 clases) Iván Boluarte.

COMPUTERS FOR MATURE ADULTS

For students who wish to practice in the College IT Center, a valid CUNYCard ID is required.

Computer Basics for Mature Adults

MAT 10/\$185

Never touched a computer? Have computer anxiety? In a relaxed and supportive environment, adults 60 and over are introduced to the keyboard, monitor and mouse. Microsoft Windows and basic elements of word processing are covered. The skills you learn will open an exciting new world for you to explore! *Tuition reflects senior citizen discount. Teacher will advise students about storage medium. No additional discount applies.*

LC Tues./Thurs., 10:00 a.m.-12:00 p.m., Oct. 6-Nov. 3 (9 sessions) Wendy Siegel, computer specialist.

Internet and E-Mail Basics for Mature Adults

MAT 12/\$125

(See page 31 for course description).

LC Tues./Thurs., 10:00 a.m.-12:30 p.m., Nov. 5-Nov. 19 (5 sessions) Wendy Siegel, computer specialist.

Don't
wait in line!
Sign up on-line!
Go to www.lehman.edu/ce
to register and find
class updates!

COMPUTER INFORMATION TECHNOLOGY

DESKTOP PUBLISHING, GRAPHICS AND WEB DESIGN

Students learn the basic principles of effective composition and organization of text and graphics for print and for electronic media with a special emphasis on publication on the World Wide Web. *Students may register for individual courses or complete the certificate program.*

Required Courses

- EDP 07 Introduction to Microcomputing
(see page 8)
- EDP 56 Adobe Photoshop
- EDP 64 Adobe Illustrator (see page 11)
- EDP 115 Web Site Design I
- EDP 68 Adobe InDesign

AND

(1) one of the following three courses:

- EDP 114 Web Site Design II
(offered spring 2010)
- EDP 119 Flash Basics
- EDP 116 Graphics for Web Designers
(offered spring 2010)

* Students who have taken EDP 67: *QuarkXpress 7* may take EDP 68: *Adobe InDesign* as a substitute for other requirements with coordinator approval.

WEB DESIGN FOR GRAPHIC DESIGNERS

For students with a background in graphic design using Adobe Photoshop and Adobe Illustrator, who need to apply their skills to publication on the web and in other digital formats. Incoming students will be expected to document and demonstrate their knowledge of and experience with Photoshop and Adobe Illustrator.

Required Courses

- EDP 115 Web Site Design I
- EDP 114 Web Site Design II
(offered spring 2010)
- EDP 116 Graphics for Web Designers
(offered spring 2010)



WEB SITE DESIGN AND DEVELOPMENT

For students with advanced long-term interest in designing web pages and in developing and managing large-scale and complex web sites. Students will be expected to document and demonstrate their knowledge of and experience with Photoshop and Adobe Illustrator.

Required Courses

- EDP 115 Web Site Design I
- EDP 114 Web Site Design II
(offered spring 2010)
- EDP 56 Adobe Photoshop OR EDP 119
Flash Basics
- EDP 121 Web Site Development
(see page 11)
- EDP 122 Web Site Management
(offered spring 2010)

Web Site Design I

EDP 115/\$255

An introduction to HTML (Hyper-Text Markup Language) and XHTML (Extensive Hyper-Text Markup Language)—the languages 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 to incorporate graphic content. The use of cascading style sheets (CSS) is introduced. Emphasis is placed on creating effective, informative and aesthetically-pleasing Web content. (Prerequisite: EDP 07 or equivalent course or experience on Microsoft Windows or the Apple Macintosh.) *Teacher will advise students about storage medium.* 2.4 CEU

LC Tues., 6:30 p.m.-9:00 p.m., Oct. 6-Nov. 24 (8 sessions) Livia Nieves, web designer and developer.

NOTE: Under certain circumstances, course substitutions for certificate program courses may be made with the permission of the program coordinator.

For additional information on the Computer Information Technology programs, send e-mail to: compinfo@lehman.cuny.edu or visit <http://www.lehman.edu/ce>

Flash Basics

EDP 119/\$255

Flash is an authoring platform for creating multimedia content ranging from a simple animated logo for use on a cell phone to a complex, interactive website with dazzling special effects. Topics include: the Flash workspace; tools for incorporating text, graphics, sound, and video into a Flash application; 2D animations; embedding a Flash movie in a web page; adding interactivity using timelines, frames, and layers; planning and developing an application; and converting your applications to Flash movies for playback with the widely-used Flash Player. (Prerequisite: EDP 115 or equivalent course or experience on Microsoft Windows or the Apple Macintosh.) *Teacher will advise students about storage medium.* 2.4 CEU

LC Thurs., 6:30 p.m.-9:00 p.m., Oct. 8-Dec. 3 (no class Nov. 26) (8 sessions)

Adobe Photoshop

EDP 56/\$255

An introduction to Adobe Photoshop. Topics include how to: create and edit images; to work with layers, masks, gradients and filters; to use type, to color and recolor images; to prepare images for print and electronic publication; to apply the principles of effective graphic design and the representation of images and color in a digital world. (Prerequisite: EDP 07 or equivalent course or experience on Microsoft Windows or the Apple Macintosh.) *Teacher will advise students about storage medium.* 2.4 CEU

LC Sat., 11:35 a.m.-2:05 p.m., Oct. 3-Nov. 21 (8 sessions) Livia Nieves, web designer and developer.

Adobe InDesign

EDP 68/\$255

InDesign is used to introduce the student to the field of desktop publishing and the design of newsletters, flyers, menus and other materials suitable for print. Topics include the InDesign workspace - windows, palettes, toolboxes, document views; working with text, styles and tables; the setup of new documents including the creation of master pages; working with graphics and color; creating tables of content and indexes; and preparation of materials for output. (Prerequisite: EDP 07 or equivalent course or experience on Microsoft Windows or the Apple Macintosh.) *Teacher will advise students about storage medium.* 2.4 CEU

LC Wed., 6:30 p.m.-9:00 p.m., Oct. 7-Dec. 2 (no class Oct. 14) (8 sessions) Frank Collyer, designer/illustrator.

COMPUTER INFORMATION TECHNOLOGY

Adobe Illustrator

EDP 64/\$255

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 vector graphics; layers, masks and filters; working with type; and the management of output. (Prerequisite: EDP 07 or equivalent course or experience on Microsoft Windows or the Apple Macintosh.) *Teacher will advise students about storage medium.* 2.4 CEU

LC Mon., 6:30 p.m.-9:00 p.m., Oct. 5-Nov. 30 (no class Oct. 12) (8 sessions) Frank Collyer, designer/illustrator.



Web Site Development

EDP 121/\$285

Students obtain an overview of web site development and management concepts as well as technologies including server software and hardware; scripting and programming languages; end-user authentication and the use of portals to customize the web experience; content management systems; database integration; security; and the principles of information architecture. The second part of the course covers methodologies for organizing information and developing complex web sites including the use of wireframes, sitemaps, templates and their implementation in content management systems, and prototyping. Emphasis is placed throughout on usability and its assessment, accessibility, maintainability, and adherence to industry best-practices and standards.

LC Tues., 6:30 p.m.-9:00 p.m., Oct. 6-Dec. 8 (10 sessions)

DIGITAL MEDIA

Digital Photography I

EDP 70/\$115

Learn the principles of digital photography and the differences between digital and film-based cameras and photographic techniques. Topics include using the basic settings found on a standard digital camera to control image resolution and size, working with light and the flash, and taking photographs intended for print, for electronic distribution (e.g., through e-mail) and for presentation on a website. (Prerequisite: PCW 22 or equivalent course or experience.) *A digital camera (and user guide if possible) must be brought to first class.* **Note:** *Not all cameras are compatible with class computers. Teacher will advise students about storage medium.*

LC Wed., 6:30 p.m.-9:00 p.m., Sept. 23-Oct. 21 (no class Oct. 14) (4 sessions) Mari Fetzer, photographer.

Digital Photography II

EDP 72/\$165

The fundamental concepts of photography are presented in more detail. Topics include: how to take control of a typical digital camera and the quality of a photograph by manually setting features; how to take photographs for special purposes and in different environments. Esthetic and creative considerations including composition, color, lighting and style are discussed. (Prerequisite: EDP 70 or equivalent course or experience.) *A digital camera (and user guide if possible) must be brought to first class.* **Note:** *Not all cameras are compatible with class computers. Teacher will advise students about storage medium.*

LC Wed., 6:30 p.m.-9:00 p.m., Oct. 28-Dec. 16 (no classes Nov. 18, 25) (6 sessions) Mari Fetzer, photographer.

Digital Video Editing

EDP 73/\$165

Learn to use Windows Movie Maker and Sound Recorder, two free Microsoft Windows applications, to create and edit video presentations with sound. Incorporate content obtained from sources such as a digital camcorder, a VCR or a microphone. Plan projects using storyboards and timelines. Assemble video clips, audio files and still images into a single presentation with special effects, video transitions, titles and credits. Emphasis on editing of existing content to be provided by the instructor. Other topics include the preferred video and audio formats for different purposes (e.g., distribution over the Internet) and selection of recording media (e.g., DVD, CD). (Prerequisite: EDP 07 or equivalent course or experience.)

LC Thurs., 6:30 p.m.-9:00 p.m., Oct. 8-Nov. 12 (6 sessions) Steve Feld, digital photographer and computer specialist.

FREE CAREER SEMINAR

Computer Information Technology

Tuesday, September 8
6:30 p.m.-8:00 p.m.

and

Saturday, September 12
10:30 a.m.-12:00 p.m.

at Lehman College, old Gym 102C

(see map page 48)

For more information,
call (718) 960-8512

Don't
wait in line!
Sign up on-line!
Go to www.lehman.edu/ce
to register and find
class updates!





ACADEMY AT CUNY-ON-THE-CONCOURSE

A+ COMPUTER TECHNICIAN

The A+ Computer Technician Program covers the fundamentals of computer hardware and software and helps prepare students for entry level jobs in information technology. The program also helps prepare students for the CompTIA A+ certification examinations that measure the skills of computer technicians (see <http://www.comptia.org> for further information on the exams) and for more advanced IT-industry certifications such as those from CISCO and Microsoft. The A+ Computer Technician Program is also a prerequisite for our CCNA program.

Required Course

CIP 120 A+ Computer Technician Preparation

A+ Computer Technician Preparation

CIP 120/\$720

Topics include: installation, maintenance, configuration and troubleshooting of computer hardware and operating systems; safe lab practice and tool use; computer assembly and disassembly; the boot process; installation and configuration of portable devices and peripherals, i.e., printers and scanners; introduction to networking; and the types, consequences and prevention of security threats. Customer service orientation and communication skills are emphasized throughout. (Prerequisite: EDP 07: Introduction to Microcomputing or equivalent course or experience).

CC Sat., 9:30 a.m.-4:00 p.m. (includes 30 minute break) Sept. 26-Dec. 19 (no class Nov. 28) (12 sessions)

FREE CAREER SEMINAR

Cisco Academy at CUNY on the Concourse

Saturday, August 29,
10:30 a.m.-12:00 p.m.
at CUNY on the Concourse,
3rd floor

(see map page 48)

For more information, call
718) 960-8512

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

The Cisco Certified Network Associate (CCNA) is the first level of Cisco's career certifications. The CCNA prepares students to fulfill the job requirements of network technicians, network administration and network engineers. The complete CCNA curriculum is taught by the Networking Academy in four courses (CCNA 1-4).

Required Courses

- CIP 225 Basic Networking: CCNA 1
- CIP 226 Routing Protocols & Concepts: CCNA 2
- CIP 227 Land Switching & Wireless: CCNA 3 (offered spring 2010)
- CIP 228 Accessing the WAN: CCNA 4

Basic Networking: CCNA 1

CIP 225/\$620

Topics include basic principles of communication in networks; definition and function of network protocols and network models (e.g., OSI); communication layers in network models; addressing and naming schemes; subnet masks; Ethernet concepts; basic cabling and network design; and basic router and switch configuration. Working on state-of-the-art Cisco hardware, students build small networks to analyze real data and engage in packet tracer activities to analyze protocol and network operation. (Prerequisite: Firm grasp of microcomputer hardware and operating systems on non-networked systems. CIP 120 or equivalent is highly recommended as preparation for *Basic Networking: CCNA 1*).

CC Tues./Thurs., 6:30 p.m.-9:00 p.m., Sept. 22-Dec. 15 (no class Nov. 26) (24 sessions) Francisco Cabrera, Network Administrator, Cisco Certified Network Instructor, CCAI.

Routing Protocols & Concepts: CCNA 2

CIP 226/\$620

Topics include the functions and services of routers, hardware and software components, configuration and management of routers, static and dynamic routing, routing protocols and routing tables. (Prerequisite: CIP 225 or equivalent).

CC Sat., 9:30 a.m.-4:00 p.m. (includes 30 minute break), Sept. 26-Dec. 12 (no class Nov. 28, Dec. 5) (10 sessions) Wilmer Villalobos, Cisco Certified Academy Instructor CCAI.



Accessing the WAN: CCNA 4

CIP 228/\$620

In this final course, learn the wide area network (WAN) technologies and services required to reliably and securely connect small to medium-sized local area networks (LANs) and to provide safe and secure access to enterprise resources by employees working from remote locations. Topics include WAN connectivity technology (e.g. point-to-point protocol and frame relay); IP addressing and network traffic control; access control lists (ACLs); and network security threats and solutions. configurations and management of routers, specialized devices and software to support WANs are also covered. At the successful completion of this course, students are prepared to take the CISCO CCNA certification exam. (Prerequisite: CIP227 or equivalent).

CC Mon./Wed., 6:30 p.m.-9:00 p.m., Sept. 21-Dec. 16 (no class Oct. 12) (24 sessions) Wilmer Villalobos, Cisco Certified Academy Instructor CCAI.

IT PROFESSIONAL SERIES



Computer Security Fundamentals

EDP 92/\$310

Topics include basic information technology security concepts; the definition, detection, removal, consequences and prevention of security threats (e.g. botnets, viruses, spyware); the identification and resolution of physical infrastructure and operating system vulnerabilities; security of applications such as email, web services and remote access; specialized security applications software and specialized hardware such as anti-spyware and anti-virus programs and firewalls and intrusion detection devices; security and wireless technology; cryptography; and the development, implementation and enforcement of security policies. (Prerequisites: CIP 120 (A+ Computer Technician Preparation) or equivalent course or experience; CIP 225 (Networking Fundamentals) or equivalent course or experience recommended).

CC Thurs., 6:30 p.m.-9:00 p.m., Sept. 24-Dec. 17 (no class Nov. 26) (12 sessions)