

COMPUTER TRAINING

COMPUTERS & INFORMATION TECHNOLOGY

FREE USB DRIVE WITH EVERY COMPUTER COURSE!*



Register for any computer course and receive a USB portable flash drive at your class. Use it to store, transport, and back up your important documents and pictures. Register Today!

* Only while supplies last.

Earn a CE Certificate

NEW PROGRAMS FOR THE SPRING!!

Work and Excel Specialist Certificate classes

Chesapeake College's Division of Continuing Education and Workforce Training will award a Continuing Education Certificate of completion to each student upon the successful completion of the Word Specialist and Excel Specialist course series.*

This award is designed to recognize the student's achievement in the use of Microsoft Word and Excel. Upon receipt of this certificate, a student should be capable and comfortable in applying for an entry-level business/office position.

*To qualify for the Continuing Education Word Specialist and Excel Specialist Certificate each student must successfully complete the 3 courses listed in that area Basics, Intermediate and Advanced.

Computer Course Level Key

Select the appropriate level of computer course to meet your needs. Each course is rated using a Ⓢ symbol to indicate the level of experience you should have prior to registering. To get the most out of your course, register for the course level that is right for you.

- Ⓢ Little or no experience.
- ⓈⓈ Limited keyboarding/computer experience or completion of a Ⓢ course.
- ⓈⓈⓈ Some familiarity with software or Windows or key boarding and completion of a ⓈⓈ course.
- ⓈⓈⓈⓈ Keyboarding, specific software and Windows knowledge or completion of a ⓈⓈⓈ course.

Computers and Information Technology

Accounting & Finance

QUICKBOOKS

This course is designed to introduce this easy-to-use, complete accounting system for small businesses which provides key business features such as checks, invoices, and forms on screen. You fill in the information and QuickBooks Pro does the accounting for you. A brief introduction to advanced features of the program will be discussed. Students should be familiar with PC operations. **Tuition: In-county \$55, Out-of-county \$60, Out-of-State \$65. All students pay \$115 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 092 9F	T/TH	4/11 – 4/20/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 092 9G	T/TH	6/6 – 6/15/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 092 9A	T/TH	7/11 – 7/20/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 092 9B	T/TH	9/5 - 9/14/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF

ADVANCED QUICKBOOKS

This course is recommended for students who have completed a basic QuickBooks course or have some practical experience using QuickBooks. Topics will include a review of advanced QuickBooks features for managing accounts payable, accounts receivable, payroll and banking. **Tuition: In-county \$55, Out-of-county \$60, Out-of-State \$65. All students pay \$115 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 012 9E	T/TH	3/21 – 3/30/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 012 9F	T/TH	5/9 – 5/18/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 012 9A	T/TH	8/8 – 8/17/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF
CEI 012 9B	T/TH	9/26 – 10/5/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF

Databases

ACCESS LEVEL I ONE DAY COURSE!

This course provides students with basic knowledge of the Microsoft Access database management system and applications. Students will learn to use graphics, querying and connective capabilities for data navigation, and to produce forms and reports. Students must have a working knowledge of Microsoft Windows before enrolling in this class. **All students pay \$99 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 682 9D	W	5/24/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers
CEI 682 9A	W	10/4/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers

ACCESS LEVEL II ONE DAY COURSE!

This course provides students with basic knowledge of the Microsoft Access database management system and applications. Students will learn to use graphics, querying and connective capabilities for data navigation, and to produce forms and reports. Students must have a working knowledge of Microsoft Windows before enrolling in this class. **All students pay \$99 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEX 095 9E	W	5/31/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers
CEX 095 9A	W	10/11/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers

Microsoft Office

BLENDING EXCEL AND WORD FOR MAILING LIST MANAGEMENT

This class would blend the features of Excel's List Management with Word's Mail Merge to produce bulk-mailings, bulk-emailing, directories and labels, etc. **All students pay \$99 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 506 9A	W	8/23/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers
CEI 506 9A	W	11/15/17	1	9 - 4 pm	WYE Mills/EDC-26	George Sellers

COMPUTER CONFIDENCE

This hands-on course, designed for those with no previous computer experience, will teach you exactly what you need to know to be on your way to developing computer confidence! View Microsoft 2013 applications such as Word, Excel, PowerPoint and Access. Learn to search the internet, and how to create, save and print documents and share workbooks in Excel. **All students pay \$70 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 080 9A	S	4/8/17	1	9 - 2 pm	Cambridge/TBD	Robin Marshall
CEI 080 9B	S	6/10/17	1	9 - 2 pm	Cambridge/TBD	Robin Marshall

EXCEL SPECIALIST

Demonstrate that you have advanced skills in Microsoft Excel by completing a Excel Specialist Series. Learn how to enter data, work with numbers, edit worksheets,, and change the appearance of worksheets. Acquire the ability to work with formulas and functions, format cell contents, create and edit charts, manage multi-sheet workbooks, and apply advanced functions and data analysis. Learn to create tables, outlines, utilize graphs and templates, use lookup functions, pivot tables, advanced formatting and how to collaborate and share workbooks in Excel. This

course is a series of three courses Excel Basics, Excel Intermediate, and Excel Advanced. **All students pay \$275 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 392 9A	W	4/19 – 5/3/17	3	9 - 4 pm	WYE MILLS/EDC 26	George Sellers
CEI 392 9B	W	9/13 - 9/27/17	3	9 - 4 pm	WYE MILLS/EDC 26	George Sellers

🔗🔗🔗 INTERMEDIATE EXCEL

This course is designed for those who have had experience using Microsoft Excel. Topics include: advanced formulas, custom views, sorting and filtering data, and integration with MS Word. **Tuition: In-county \$55, Out-of-county \$60, Out-of-State \$65. All students pay \$115 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 095 9D	M/W	3/20 – 3/29/17	4	6 – 9 pm	Cambridge/TBD	STAFF

🔗🔗🔗 INTERMEDIATE WORD

Students enrolling in this course should have an understanding of the basic concepts of PC use as well as a working knowledge of the Windows operating system and MS Word. Topics include working with tables, graphs, templates, columns, and workplace customization using MS Word. **Tuition: In-county \$50, Out-of-county \$55, Out-of-State \$60. All students pay \$110 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 101 9F	M/W	3/20 – 3/29/17	4	6 – 9 pm	WYE Mills/EDC-26	STAFF

🔗🔗 MICROSOFT OFFICE FOR THE ADMINISTRATIVE PROFESSIONAL

This program teaches the basic and necessary skills to work as an Administrative Professional, including the proficiencies required to work with four major Microsoft Office programs: Word, Excel, PowerPoint, and Outlook. **Tuition: In-county \$55, Out-of-county \$60, Out-of-State \$65. All students pay \$115 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 081 9A	T/TH	4/25 – 5/4/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF
CEI 081 9B	T/TH	5/23 – 6/1/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF
CEI 081 9C	T/TH	6/20 – 6/29/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF
CEI 081 9A	T/TH	7/25 - 8/3/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF
CEI 081 9B	T/TH	8/22 – 8/31/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF
CEI 081 9C	T/TH	10/10 – 10/19/17	4	6 – 9 pm	WYE MILLS/EDC 26	STAFF

🔗🔗 POWERPOINT

This course is designed to provide students with the basic skills necessary to create presentations using Microsoft PowerPoint. Students should have a working knowledge of a PC and an understanding of the Windows operating system. **Tuition: In-county \$15, Out-of-county \$20, Out-of-State \$25. All students pay \$84 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 093 9F	T/TH	3/21 – 3/23/17	2	9 am – Noon	WYE Mills/EDC- 26	STAFF

SMARTPHONE BASICS

Get the personal assistance you need! Discover the features of your **iPhone**. Explore: settings, browsers, email, and network connectivity; Apple apps; the App Store, buying apps, music, movies, books and TV shows using an iOS device instead of a regular PC. Learn to take photos and make videos and do some basic editing and more. No experience is necessary. Bring your smartphone.

All students pay \$70 lab fee.

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CES 230 9A	W	5/6/2017	1	9 - 2 pm	Cambridge TBD	Venus McDonald

WORD SPECIALIST

Demonstrate that you have advanced skills in Microsoft Word 2013 by completing a Word Specialist Series. Create professional looking documents by learning to format, edit use justifications, and create tables, graphs and templates. Use mail merge, organize long documents, and collaborate in word using tracked changes, highlights and multiple reviewers. Create newsletters, brochures and forms. These skills and many more will give you the skills as a word specialist. Classes are beneficial for those using Word 2007, 2010, 2013, and 2016. This course is a series of three courses Word Basics, Word Intermediate, and Word Advanced. **All students pay \$275 lab fee.**

Course/Section	Days	Dates	Sessions	Time	Location/Room	Instructor:
CEI 391 9A	W	6/7 – 6/21/17	3	9 - 4 pm	WYE MILLS/EDC 26	George Sellers
CEI 391 9B	W	10/18-11/1/17	3	9 - 4 pm	WYE MILLS/EDC 26	George Sellers

Bytes Express Version (One-Day) Computer Training all Level I/Basic Word, Excel, and Quick Books Classes at the Wye Mills Campus marked with and * are guaranteed to run!

- BYTES courses are held on the Wye Mills campus, 9 am to 4 pm.
- Hands-on computer use and significant opportunity for questions and group interaction.
- **Course fee \$99, handouts included. No additional Out-of-county or Out-of-State fees.**

BYTES courses have no specific pre-requisites, however it is important to understand that the courses will be more productive for students who have some basic computer abilities such as being able to:

- start the computer and open programs (applications)
- control a mouse to navigate (point, click and drag)
- use a keyboard to enter text and numbers – a certain typing speed is not required
- If your employer will be paying for your course, please fill out and sign a Sponsorship Billing Form.

To obtain a printable Sponsorship Billing Form go to
http://www.chesapeake.edu/continuing_ed/SponsorshipBillingFormCE.pdf
 or call 410-822-5400, ext. 2360.

ACCESS - LEVEL I

Access is a program within the Microsoft Office Suite. The course is an introduction to this high-powered relational database program capable of manipulating large quantities of data. The course is directed toward Access database developers who will be planning, using and expanding into the relational database options of this program. Topics covered include: Upper-end database terminology, analysis of data and how it is used, leading to the initial plan of a database, use of datasheet and design views.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 682 9D	W	5/24/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 682 9A	W	10/4/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

ACCESS - LEVEL II

Students enrolled in this course should be proficient in all tasks explained in Access Level I. This course introduces the potential database developer to the relational functions of the Access program which involves setting relationships between tables, setting criteria within the program to preserve the integrity of data, creating sub-datasheets, advanced formatting of columns including setting masks and validation rules for entering data in a field. Other encoding techniques to be addressed include: self-joins, inner joins, outer joins, calculated fields in a query, adding modifying and deleting.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEX 095 9E	W	5/31/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEX 095 9A	W	10/11/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

📁 EXCEL - BASICS

Learn the basics of spreadsheet application that is an essential tool for today's workplace. Learn the basic concepts of Excel. Discover how to build, edit and format spreadsheets, and create basic and complex formulas and functions. Learn to create and modify charts. This course is also part of the Excel Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 499 9A *	W	4/19/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 499 9B *	W	7/12/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 499 9C *	W	9/13/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

📁📁 EXCEL - INTERMEDIATE

Take your spreadsheet to the next level. Learn to prepare workbooks and create custom views. Sort worksheet rows, freeze headings and split worksheet windows. Discover how to insert art, draw, move, size rotate and add styles. Use office templates and create custom templates. Copy and move worksheets, copy formatting between worksheets and use linked formulas. Discover how to work with tables, lists and outlines. Understand how to create hyperlinks to areas within the workbook and to the other documents. This course is also part of the Excel Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 500 9A	W	4/26/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 500 9B	W	7/19/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 500 9C	W	9/20/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

📁📁📁 EXCEL - ADVANCED

Create and format PivotTable and Pivot Charts, and learn to automate routine tasks. Use the PMT and FV functions, as well as Goal seeker, Solver the Analysis ToolPak and the Scenario Manager. Learn to use 3-D cell references and use the HLOOKUP, VLOOKUP and IF functions. Consolidate data from detailed worksheets and group worksheets. Discover how to use Data Validation and Conditional formatting. Learn about data tables and trend lines. Discover how to collaborate, track changes and merge multiple workbooks. This course is also part of the Excel Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 501 9A	W	5/3/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 501 9B	W	9/27/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

📁 POWERPOINT - LEVEL I

Students will learn to create a graphics oriented presentation for projection to an audience. This could be for purposes of instruction or promotion of a topic through graphic slides created with PowerPoint. Students will also explore formatting toolbars, learn how to use design templates, text enhancement techniques and various methods of importing and applying graphics and sound enhancements.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEX 600 9D	W	6/28/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEX 600 9A	W	11/8/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

QUICKBOOKS - LEVEL I

QuickBooks instruction will focus on setting up accounts for home and/or office, to familiarize the student with data entry process to setup vendors in association with the chart of accounts, customer and vendor records, invoices, accounts receivable and to develop custom reports to fit your specific needs. A brief introduction to advanced features of the program will be discussed. This course will provide the student with the technical knowledge to begin adding structure, checks and balances, and accelerated data entry techniques to your bookkeeping system.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 274 9G *	W	4/05/17	1	9 am – 4 pm	Wye Mills/EDC 26	George Sellers
CEI 274 9A *	W	8/30/17	1	9 am – 4 pm	Wye Mills/EDC 26	George Sellers

QUICKBOOKS - LEVEL II

This course is recommended for people who have completed a basic QuickBooks course, or have had some practical experience using QuickBooks. Attention will be given to QuickBooks features for managing accounts payable, accounts receivable, inventory, payroll and banking.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 230 9G	W	4/12/17	1	9 am – 4pm	Wye Mills/EDC 26	George Sellers
CEI 230 9A	W	9/6/17	1	9 am – 4pm	Wye Mills/EDC 26	George Sellers

WORD BASICS

Learn the basics of word processing with Microsoft Word. Learn how to create, save, edit, and print documents. Also learn how to move, copy, format documents use proofing tools, tabs, and indents. You will create, sort, format, merge and perform calculations in tables. This class is the beginning level of word and will help you with basic document preparation.

This course is also part of the Word Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 496 9A *	T	5/10/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 496 9B *	T	6/7/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 496 9A *	T	7/26/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 496 9B *	T	8/16/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 496 9C *	T	10/18/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

WORD - INTERMEDIATE

This course will help you to expand your knowledge of this powerful word processing program. Learn about section breaks, columns, WordArt, Clip Art and themes. Work with shapes, picture editing, inserting and formatting SmartArt. Create mail merge documents, envelopes and labels. Learn to use graphs and templates, columns and workplace customization. This course is also part of the Word Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 497 9A	W	5/17/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 497 9B	W	6/14/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 497 9C	W	10/25/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers

WORD - ADVANCED

This course students will learn how to organize a long document with a table of contents, an index, headers and footers, and cross-references. Discover how to track changes. Add comments to document send a document for review via email and combine documents from multiple reviewers. Understand how to integrate Word with other Office Applications and web pages. This course is also part of the Word Specialist series.

Course/Section	Day	Date	Sessions	Time	Location/Room	Instructor:
CEI 498 9A	W	6/21/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers
CEI 498 9B	W	11/1/17	1	9 am – 4 pm	WYE Mills/EDC-26	George Sellers