

THE UNIVERSITY OF SCRANTON

A JESUIT UNIVERSITY

CENTER FOR CONTINUING EDUCATION

SUMMER 1999

Computer Courses

PC COORDINATOR CERTIFICATE PROGRAM

50-hour program - starts June 28

INTRODUCTION TO COMPUTERS

| | | | | |
|--------------------------------------|------------|-------------|----------------|--------|
| Getting to Know Your Computer | | | | |
| Section I | Tuesdays | 6/15 - 7/13 | 6 - 8:30 p.m. | \$180* |
| Section II | Fridays | 6/25 - 7/23 | 9 - 11:30 a.m. | \$180* |
| Windows 98 for Novices | | | | |
| Section I | Wednesdays | 7/21 - 8/18 | 6 - 8:30 p.m. | \$160* |
| Section II | Tuesdays | 8/3 - 8/31 | 1 - 3:30 p.m. | \$160* |

WORD PROCESSING SOFTWARE

| | | | | |
|---------------------------------------|------------|------------|----------------|--------|
| Microsoft Word 97 Introduction | | | | |
| Section I | Tuesdays | 7/6 - 7/27 | 9 - 11:30 a.m. | \$160* |
| Section II | Wednesdays | 8/4 - 8/25 | 1 - 3:30 p.m. | \$160* |
| Microsoft Word 97 Intermediate | | | | |
| Section I | Mondays | 8/2 - 8/23 | 1 - 3:30 p.m. | \$160* |
| Microsoft Word 97 Advanced | | | | |
| Section I | Thursdays | 8/5 - 8/26 | 1 - 4 p.m. | \$190* |

SPREADSHEET SOFTWARE

| | | | | |
|--|-------------|-------------|----------------|--------|
| Microsoft Excel 97 Introduction | | | | |
| Section I | Wednesdays | 7/7 - 7/28 | 9 - 11:30 a.m. | \$160* |
| Section II | Thursdays | 8/5 - 8/26 | 1 - 3:30 p.m. | \$160* |
| Microsoft Excel 97 Intermediate | | | | |
| Section I | Thursdays | 8/5 - 8/26 | 6 - 8:30 p.m. | \$160* |
| Microsoft Excel 97 Advanced | | | | |
| Section I | Mon. & Wed. | 6/28 - 7/14 | 6 - 8:30 p.m. | \$160* |

PRESENTATION SOFTWARE

| | | |
|--------------------------------------|-----|--------|
| Microsoft PowerPoint 97 Introduction | TBA | \$155* |
| Microsoft PowerPoint 97 Intermediate | TBA | \$155* |

DATABASE SOFTWARE

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|---|----------|-------------|---------------|--------|
| Microsoft Access 97 Introduction | | | | |
| Section I | Tuesdays | 7/6 - 7/27 | 1 - 3:30 p.m. | \$160* |
| Microsoft Access 97 Intermediate | | | | |
| Section I | Mondays | 6/28 - 7/26 | 3 - 5:30 p.m. | \$160* |
| Microsoft Access 97 Advanced | | | | |
| Section I | Mondays | 8/2 - 8/23 | 6 - 9 p.m. | \$195* |

INTERNET

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|--|--------|
| Introduction to the Internet | \$160* |
| Web Page Design Using Microsoft FrontPage 98 | \$225* |

DESKTOP PUBLISHING CERTIFICATE PROGRAM

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|--|------------|--------------|----------------|--------|
| QuarkXPress 4.0 | | | | |
| Section I | Wednesdays | 6/23 - 7/14 | 6 - 9 p.m. | \$195* |
| Adobe Photoshop 5.0 | | | | |
| Section I | Wednesdays | 7/21 - 8/11 | 6 - 9 p.m. | \$195* |
| Section II | Thursdays | 7/8 - 7/29 | 9 - 11:30 a.m. | \$195* |
| Adobe Illustrator 8.0 | | | | |
| Section I | Wednesdays | 8/18 - 9/8 | 6 - 9 p.m. | \$195* |
| Section II | Mondays | 8/2 - 8/30 | 9 - 11:30 a.m. | \$195* |
| Advanced Practical Desktop Publishing | | | | |
| Section I | Wednesdays | 9/22 - 10/13 | 6 - 9 p.m. | \$195* |

PROGRAMMING (Call now!! Classes fill quickly!!)

| | | | | |
|------------------------------------|----------------|-------------|------------|--------|
| Intro to C++ Programming | | | | |
| | | | 6 - 9 p.m. | \$495* |
| Unix - Intro | | | | |
| Section I | Tues. & Thurs. | 6/22 - 7/8 | 5 - 8 p.m. | \$495* |
| Unix - Advanced | | | | |
| Section I | Tuesdays | 7/20 - 8/24 | 5 - 8 p.m. | \$495* |
| Visual Basic - Introduction | | | | |
| Section I | Wednesdays | 7/14 - 8/18 | 1 - 4 p.m. | \$495* |
| Section II | Tuesdays | 7/20 - 8/24 | 6 - 9 p.m. | \$495* |
| Visual Basic - Intermediate | | | | |
| Section I | Mon. & Thurs. | 7/12 - 7/29 | 6 - 9 p.m. | \$475 |
| Visual Basic - Advanced | | | | |
| | | | 6 - 9 p.m. | \$475 |

NETWORKING

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|--|---------------|-------------|----------------|--------|
| PC Coordinator Certificate Program | | | | |
| Section I | Mon. & Thurs. | 6/28 - 8/26 | 6 - 9 p.m. | \$875* |
| Introduction to Networking Essentials | | | | |
| Section I | Tuesdays | 7/8 - 7/29 | 1 - 3:30 p.m. | \$225* |
| Introduction to Windows NT Server 4.0 | | | | |
| Section I | Tuesdays | 8/3 - 8/24 | 9 - 11:30 a.m. | \$225* |

Professional Development

PROJECT MANAGEMENT PRACTICES MASTER CERTIFICATE PROGRAM

| | | | |
|---|--|-----------|--------|
| PMCMP 509: Using Project 98 Software (elective) | | | |
| Section I | Mon. & Tues. | 6/21 - 22 | |
| | M: 1 - 5 p.m./T: 8:30 a.m. - 3:30 p.m. | | \$395* |
| PMCMP 511: Managing Multiple Projects (elective) | | | |
| Section I | Mon. & Tues. | 7/26 - 27 | |
| | M: 1 - 5 p.m./T: 8:30 a.m. - 3:30 p.m. | | \$395* |
| PMCMP 505: Project Plan Development (core) | | | |
| Section I | Mon. & Tues. | 8/30 - 31 | |
| | M: 6 - 9 p.m./T: 8:30 a.m. - 3:30 p.m. | | \$395* |

CPIM REVIEW PROGRAM IN PRODUCTION MANAGEMENT (APICS)

Co-sponsored by the northeast Penn APICS chapter
 Price for all classes: APICS member, \$250 plus text; non-member, \$300 plus text
 Fall 1999

AUTOCAD CERTIFICATE PROGRAM

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|-----------------------------|--------------------------|-----------------------|--|--------|
| Basic AutoCAD | | | | \$375* |
| Intermediate AutoCAD | | | | |
| Section I | 7/13, 14, 15 | 8:30 a.m. - 4:30 p.m. | | \$425* |
| Section II | 7/13, 14, 15, 20, 21, 22 | 5:30 - 9 p.m. | | \$425* |
| Advanced AutoCAD | | | | |
| Section I | 8/10, 11, 12 | 8:30 a.m. - 4:30 p.m. | | \$425* |

NURSING HOME ADMINISTRATORS PROGRAM

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|-----------|------------|--------------------|-----------------|
| Fall 1999 | Weeknights | 5 - 8 p.m. | \$95 per module |
| | Weekends | 9 a.m. - 4:30 p.m. | \$95 per module |

MANAGEMENT/HUMAN RESOURCE TRAINING CERTIFICATE PROGRAM

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|----------------------------|-------------|-----------------|-----------------------------------|
| Making Effective Decisions | Friday 6/18 | 9 a.m. - 4 p.m. | \$95 includes lunch and materials |
|----------------------------|-------------|-----------------|-----------------------------------|

PROFESSIONAL HUMAN RESOURCE MANAGEMENT CERTIFICATE (SHRM)

| | | | |
|-----------------------|---|-----------------------------|------------|
| Information Session | 8/30 | 1 - 4 p.m. or 5:30 - 7 p.m. | Free |
| SHRM Learning Program | SHRM members \$745*, non-members \$775* | | |
| | Wednesdays | 9/15 - 12/1 | 6 - 9 p.m. |

ASTD PROGRAM: EVALUATING PERFORMANCE IMPROVEMENT INTERVENTIONS

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|-----------|--------------|-----------------|--|
| Saturdays | 9/25 - 12/11 | 9 a.m. - 3 p.m. | |
| | | | ASTD/SHRM members \$800*, non-members \$850* |

ELDERHOSTEL

| | | | |
|------------------------------|-------------|--|-------|
| Lewis and Clark Theme | | | |
| Section I | 6/13 - 6/19 | | \$145 |
| Section II | 7/25 - 7/31 | | \$145 |

REAL ESTATE PROGRAMS

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|---|---------------|
| Real Estate Fundamentals and Practice | \$350 |
| 14-hour Real Estate Salesperson License Renewal (includes 7-hour mandatory "Contemporary Legal Issues") | |
| | November 1999 |

clip and mail, or fax

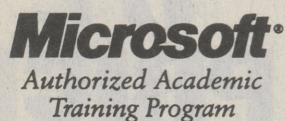
REGISTRATION FORM

\$10 off any COMPUTER course using this coupon - mail or fax with payment. Not to be used with other discounts.

Register by mail: Center for Continuing Education, The University of Scranton, St. Thomas Hall, Scranton, PA 18510
 Make check payable to "The University of Scranton."
 Register by fax: (570) 941-4053 or phone: (570) 941-7582 with VISA or MasterCard.

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 (2) _____
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 Signature: _____

Ab 6/16/99



*Includes textbook.
 CPA/CPE Accounting credit given for any computer course.

FOR MORE INFORMATION
 Telephone: (570) 941-7582
 E-mail: freemant1@uofs.edu • Web: www.uofs.edu/cce