



INTRODUCTORY COURSES & WORKSHOPS

Basic Computer Skills

PCW 22/\$100 (2 sessions) LEHC

Sec SP: Tue/Thu 6:30-9:30 pm Feb 22-24

Sec SU: Tue/Thu 6:30-9:30 pm Jun 2-Jun 7

Introduction to Microcomputing

EDP 07/\$255 (8 sessions) LEHC *prerequisite PCW 22 or equivalent*

Sec SP: Sat 11:35 am-2:05 pm Mar 5-Apr 30

Sec SU: Wed 6:30-9 pm Jun 8-Jul 27

Curso de Computacion I en Español

EDP 80/\$200 (8 sessions) COTC

Sec SU: Miercoles 7-9 pm Jun 7-Jul 26

Mastering the Computer Keyboard

CBS 51/\$185 (6 sessions) LEHC

Sec SP: Sat 9-11:30 am Mar 5-Apr 9

Sec SU: Sat 9-11:30 am Jun 4-Jul 16

Introduction to Windows 7

PCW 36/\$75 (2 sessions) LEHC *prerequisite EDP 07 or equivalent?*

Sec SP: Tue/Thu 6:30-9:30 pm Feb 22-24

Sec SU: Tue/Thu 6:30-9:30 pm Jun 2-7

DIGITAL PHOTOGRAPHY

Digital Photography I

EDP 70/\$140 (5 sessions) LEHC

Sec SP: Wed 6:30-9 pm Mar 2-30

Sec SU: Wed 6:30-9 pm Jun 8-Jul 6

Digital Photography II

EDP 72/\$140 (5 sessions) LEHC

Sec SP: Wed 6:30-9 pm Apr 6-May 11

FABULOUS 55+ COURSES

Computer Basics for Mature Adults

MAT 10/\$145 LEHC *See page 23*

Internet and E-Mail Basics for Mature Adults

MAT 12/\$105 LEHC *See page 23*

NEW Keep in Touch with Facebook & Twitter

PFA 51/\$105 LEHC *See page 23*

FREE CAREER INFORMATION SEMINARS

SATURDAY, JAN 29, 10:30 AM

THURSDAY, FEB 10, 6:30 PM

SATURDAY, MAY 7, 10:30 AM

MUSIC BUILDING, EAST DINING ROOM

MICROSOFT OFFICE SPECIALIST 2010 CERTIFICATION PROGRAM

This program qualifies students to take the Core and Expert level certification examinations, a globally recognized standard.

Earning MOS certification acknowledges that you have the expertise to work with Microsoft Office programs. MOS certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers, and clients. MOS certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction

Certification levels:

Microsoft Office Specialist (Core Certifications)

This program level prepares students for the Microsoft Office Specialist core certification which validates skills with the Microsoft Office 2010 suite. MOS exams are available for these office products. Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010 and Access 2010. . *Prerequisites: Introduction to Microcomputing EDP 07 and Mastering the Computer Keyboard CBS 51 (or equivalent course(s)/experience).*

Visit www.lehman.edu/ce for information about MOS testing at our Test Center during the spring and summer

CERTIFICATE PROGRAM REQUIRED COURSES:

Microsoft Word 2010 CBS 78

Microsoft Excel 2010 CFM 47

Microsoft PowerPoint 2010 EDP 19

ELECTIVE (CHOOSE 1):

Microsoft Access 2010 EDP 26 *offered fall 2011*

Microsoft Outlook 2010 EDP 36 *offered fall 2011*

COMING FALL 2011:

Microsoft Office Specialist Expert

The Microsoft Office Specialist Expert certification validates advanced skills in specific Microsoft applications. Gaining the credential requires that a candidate pass either of these exams: Word 2010 Expert or Excel 2010 Expert. *Prerequisites: Microsoft Word 2010 CBS 78, Microsoft Excel 2010 CFM 47 and Microsoft Access 2010 EDP 26*

CERTIFICATE PROGRAM REQUIRED COURSES:

Advance Microsoft Word 2010 CBS 81

Advance Microsoft Excel 2010 CFM 48

Advance Microsoft Access 2010 EDP 46

Microsoft Word 2010

CBS 78/\$240 (8 sessions) LEHC *prerequisite CBS 51 or equivalent*
Sec SP: Wed 6:30-9 pm Mar 9-May 4
Sec SU: Tue 6:30-9 pm Jun 7-Jul 26

Microsoft Excel 2010

CFM 47/\$295 (8 sessions) LEHC *prerequisite EDP 07 or equivalent*
Sec SP: Thu 6:30-9:40 pm Mar 3-Apr 28
Sec SU: Wed 6:30-9:30 pm Jun 8-Jul 27

Microsoft Powerpoint 2010

EDP 19/\$185 (6 sessions) LEHC *prerequisite EDP 07 or equivalent*
Sec SP: Wed 6:30-9 pm Mar 16-Apr 27
Sec SU: Wed 6:30-9 pm Jun 8-Jul 13

Advanced Microsoft Word & Excel 2010

EDP 18/\$285 LEHC *prerequisite CFM 47 and CBS 78*
Sec SP: Sat 9-11:30 am Mar 12-May 21 (10 sessions)
Sec SU: Thu 6:30-9:30 pm Jun 9-Jul 28 (8 sessions)

DESKTOP PUBLISHING, GRAPHICS & WEB DESIGN

Learn the basic principles of effective composition and organization of text and graphics for print and for electronic media. Special emphasis on publication on the World Wide Web. Familiarity with computer basic skills on the PC and MAC is required. *Students may complete certificate program, see application information at www.lehman.edu/ce or enroll in individual courses.*

CERTIFICATE PROGRAM REQUIRED COURSES :

How to Use a Mac PCW 18
Adobe Photoshop EDP 56
Adobe Illustrator EDP 64
Web Site Design I EDP 115
Adobe InDesign EDP 68

NEW Basic Typography EDP 118

ELECTIVES (CHOOSE 2):

Web Site Design II EDP 114
Flash Basics EDP 119 *offered fall 2011*
Graphics for Web Designers EDP 116

WEB DEVELOPMENT & MANAGEMENT: WEBMASTER CERTIFICATE

For students interested in becoming webmasters and large-scale websites. *Students may complete certificate program, see application information at www.lehman.edu/ce or enroll in individual courses.*

CERTIFICATE PROGRAM REQUIRED COURSES:

Web Site Design II EDP 114
Adobe Photoshop EDP 56
Flash Basics EDP 119 *offered fall 2011*
Web Site Development and Management I EDP 121
Web Site Development and Management II EDP 122

How to Use a MAC

PCW 18/\$75 LEHC (2 sessions)
Sec SP: Sat 10 am-12:30 pm Feb 26-Mar 5
Sec SU: Mon/Wed 6:30-9 pm Jun 6-8

Adobe Photoshop

EDP 56/\$255 (8 sessions) LEHC *prerequisite PCW 18*
Sec SP: Sat 9-11:30 am Mar 12-May 7
Sec SU: Wed 6:30-9 pm Jun 15-Aug 3

Adobe Illustrator

EDP 64/\$255 (8 sessions) LEHC *prerequisite PCW 18*
Sec SP: Mon 6:30-9 pm Mar 14-May 16
Sec SU: Mon 6:30-9 pm Jun 13-Aug 8

Adobe InDesign

EDP 68/\$255 (8 sessions) LEHC *prerequisite PCW 18*
Sec SP: Wed 6:30-9 pm Mar 16-May 11

NEW Basic Typography

EDP 118/\$205 (6 sessions) LEHC *Prerequisites EDP 56, 64, & 68*
An introduction to the potential and expressive qualities of typography/type treatment. Both computer and “hands-on” methods are used to address the language of type and its effective use. “Real-life” assignments such as logos, stationary, CD packaging, etc. are given.
Sec SP: Sat 10 am-1 pm Mar 12-Apr 30 (no class 4/16)

Web Site Design I

EDP 115/\$255 (8 sessions) LEHC *prerequisite PCW 18*
Sec SP: Tue 6:30-9 pm Mar 8-May 10
Sec SU: Tue/Thu 6:30-9 pm Jun 14-Jul 7

Web Site Design II

EDP 114/\$255 (8 sessions) LEHC *Prerequisites EDP 115*
Sec SP: Sat 9-11:30 am Mar 12-May 7
Sec SU: Tue/Thu 6:30-9 pm Jul 14-Aug 9

Web Site Development and Management I

EDP 121/\$295 (10 sessions) LEHC
Sec SP: Tue/Thu 6:30-9 pm Mar 1-Mar 31

Web Site Development and Management II

EDP 122/\$295 (10 sessions) LEHC
Sec SP: Tue/Thu 6:30-9 pm Apr 5-May 17



FREE CAREER INFORMATION SEMINARS

SATURDAY, JAN 29, 10:30 AM,
THURSDAY, FEB 10, 6:30 PM,
SATURDAY, MAY 7, 10:30 AM
MUSIC BUILDING, EAST DINING ROOM

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. It also helps prepare students for the CompTIA A+ certification examinations (see <http://www.comptia.org> for further information on the exams) and for more advanced IT-industry certifications CISCO and Microsoft.

A+ Computer Technician Preparation

CIP 120/\$720 (12 sessions) COTC

Sec SP: Sat 9:30 am-4 pm (includes 30 min.break) Feb 26-May 21

Sec SU: Tue/Thu 6:30-9:30 pm Jun 7-July 14

TESTING CENTER AT CUNY-ON-THE-CONCOURSE (COTC)

The convenience of testing where you study!

Exams like:

- Comp TIA • CISCO Systems • MOS • Oracle • Novell
- are just a few of the exams given at our new Test Center.

Visit our website at www.lehman.edu/ce for up-to-date information about the exams offered.



Geographic Information Science (GISc) Certificate Program (17 credits)

GISc is a fast-growing computer technology field involving mapping and analysis of spatial data. Experience in GISc can lead to enhanced career opportunities in such diverse fields as public health, criminal justice, urban planning, economic development, environmental analysis, government, ecology, hazard and risk assessment, and education. Evening classes are offered for this 17-credit program starting late January in spring.

To register for spring 2011 classes, please submit your application to the Lehman Admissions Office. Visit www.lehman.edu

For further information, please contact GISc Program Director, Dr. Juliana Maantay, juliana.maantay@lehman.cuny.edu or visit www.lehman.cuny.edu/deannss/geography



CISCO ACADEMY

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 two sections: Cisco Certified Entry Networking Technician (CCNET) two courses CCNA1, 2 and Cisco Certified Network Associate (CCNA) two courses CCNA3, 4. *Prerequisite: A+ Computer Technician.*

Cisco Certified Entry Networking Technician (CCENT)

Basic Networking: CCNA 1

CIP 225/\$620 (10 sessions) COTC

Sec SP: Sat 9:30 am-4 pm (includes 30 min. break) Feb 26-May 7

Routing Protocols: CCNA 2

CIP 226/\$620 (10 sessions) COTC

Sec SU: Sat 9:30 am-4 pm (includes 30 min. break) Jun 4-Aug 13

Cisco Certified Networking Associate (CCNA)

LAN Switching & Wireless: CCNA 3

CIP 227/\$620 (10 sessions) COTC

Offered fall 2011

Accessing the WAN: CCNA 4

CIP 228/\$620 (10 sessions) COTC

Sec SP: Tue/Thu 6-9 pm Feb 24-Mar 29

