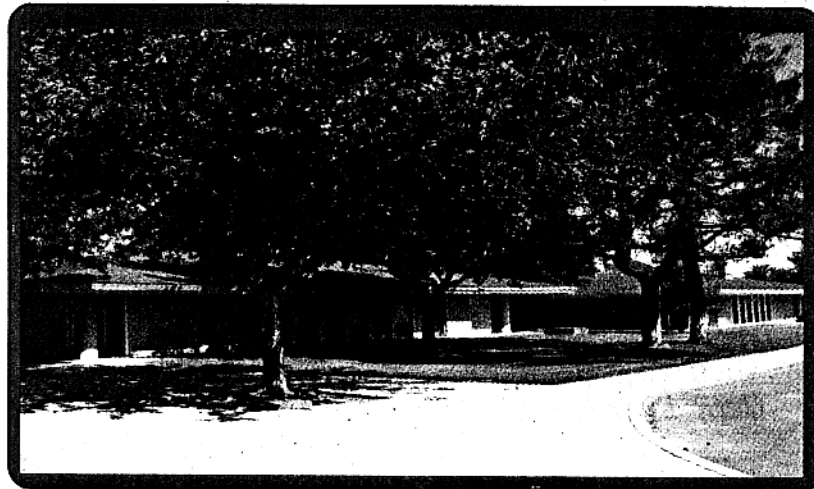


**Livermore Adult
Community Education
WINTER/SPRING
2006**

**We Moved to
1401 Almond Ave**



***Community
Education for
Life Long
Learning***



**Online Registration
www.livermoreadulthood.org**

PC CLASSES - DESKTOP APPLICATIONS

TO RESERVE A SPACE PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE

Intro to PC with Windows XP

Rm. 3 Fee: \$90 (6 sessions)
 441902 Wed 1/25-3/1 6:30-9:30 Micheli
 441903 Thu 3/9-4/13 6:30-9:30 Micheli
 441904 Wed 4/26-5/31 6:30-9:30 Micheli

This class will explore the fundamentals of using Microsoft Windows XP. Topics include:

- Getting Started with Windows XP
- Working with Windows Programs
- Managing Files and Folders
- Customizing File and Folder Management
- Customizing Windows Using the Control Panel
- Maintaining Your Computer



QuickBooks 2004 (business finance)

Rm. 4 Fee: \$60 (4 sessions) (n/c 4/20)
 442303 Wed 1/25-2/15 6:30-9:30 Colombo
 442304 Thu 4/6-5/4 6:30-9:30 Colombo

This class will help you organize and monitor aspects of your small business. Topics include:

- Setting Up a New Company
- Working with Lists and Forms
- Banking and Billing Activities
- Working with Reports and Budgets
- Protecting and Backing Up Data

Migrating to Windows XP

Rm. 3 Fee: \$30 (2 sessions)
 442103 Thu 2/9-2/16 6:30-9:30 Micheli

This class is intended to acquaint the experienced Windows user with the new features of Windows XP. Only features that are new to Windows XP will be covered. Topics include:

- User Accounts
- Desktop, Start Menu, Taskbar
- Revised Tool Set
- File/Folder Maintenance
- Windows XP Maintenance and Troubleshooting

Macromedia Dreamweaver MX 2004

(web page design)

Rm. 3 Fee: \$120 (8 sessions)
 442900 Tue 1/24-3/14 6:30-9:30 Arnold

This class covers the fundamental concepts of Dreamweaver 2004 with a strong emphasis on design. Topics include:

- Getting Started with Dreamweaver MX 2004
- Creating a Web Site
- Developing a Web Page
- Formatting Text and Using Cascading Style Sheets
- Using and Managing Images
- Creating Links and Navigation Bars
- Working with Tables and Layers
- Working with Frames
- Working with HTML Forms

DATES:

1-24-06

1-31-06

2-7-06

2-14-06

2-21-06

2-28-06

3-7-06

3-14-06



- Courses designed just for you
- Industry level instructors
- PC or Mac classes at our site just for your employees
- Staff will set up training at your site for one or more people

Don't pay high costs for staff training. Adult Education can provide your business with quality training at reasonable costs.

Local businesses who have done computer staff training with us:

- Lawrence Livermore National Lab
- Livermore Chamber of Commerce members
- Livermore School District
- UNCLE Credit Union
- Valley Care Hospital
- Veterans Hospital

Register Now!