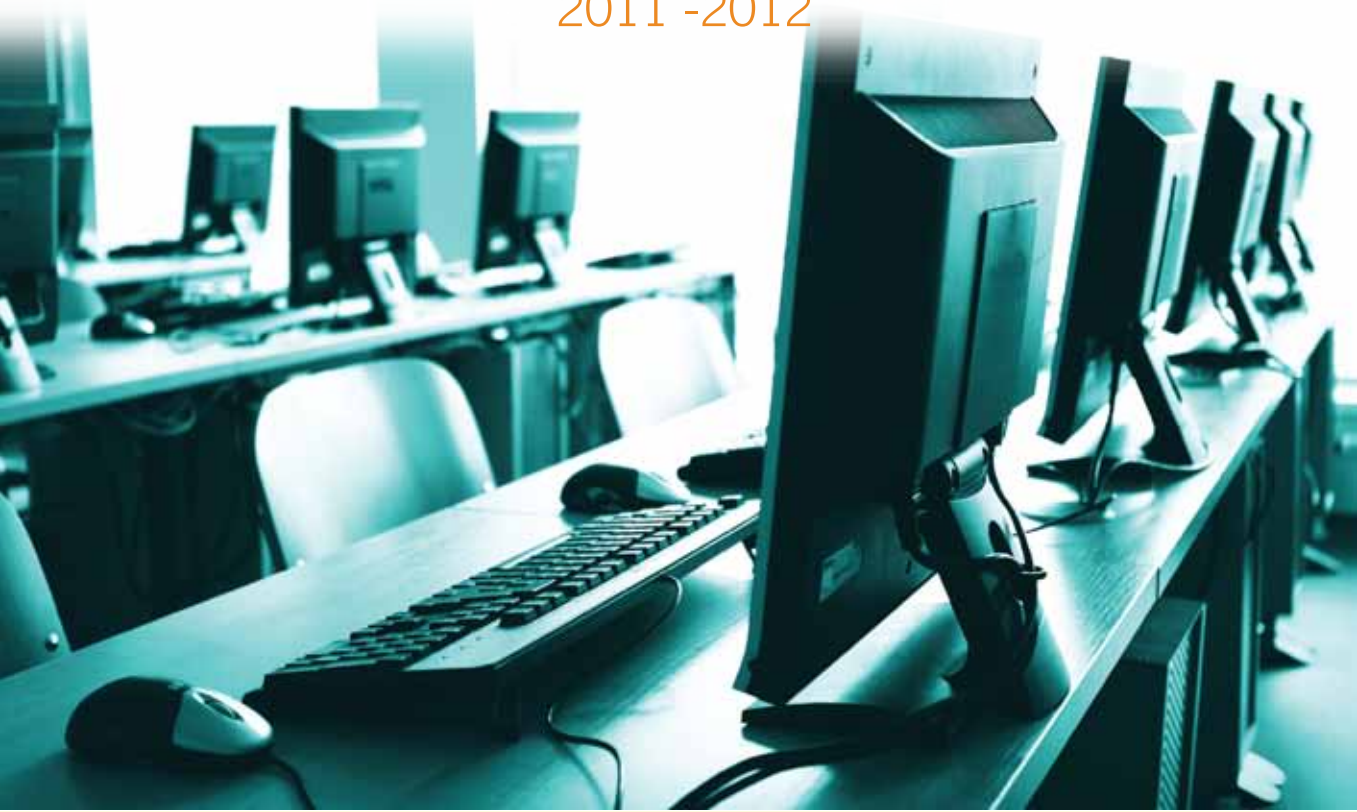


TTA Technology and Education Institute

Course Offerings

2011 -2012



LEARN**GROW****AND****GO**

Make the choice to a better way of life!

Welcome to the TTA Technology and Education Institute

Dear Friend,

Congratulations! You have just taken a huge step toward achieving a milestone in your life. We applaud your decision in taking that first step. We believe that with hard work and determination, you CAN accomplish what you have set out to do. The Technology and Education Institute has dedicated staff and volunteers that care about you and your future. Our programs are designed to help you meet your goals. Together, we will succeed.

Shortly, you will be assigned an instructional program that is in line with your professional goals. Subsequently, a qualified instructor will meet with you regularly to help you stay on track in completing your program plan. We ask that you read through the course catalog for important information about our program and courses.

Please call us if you have any questions. It is our privilege to serve and watch you grow into the person you were designed to be.

Sincerely,

Director, Technology and Education Institute

*Make the choice
to a better way of life!*

Table of Contents

1. Welcome
2. Table of Contents
3. About the Technology and Education Institute
4. Sessions and Registration Dates
4. Fee Schedule and Return Policy
7. Course Schedule
8. Adult Basic Education Course Descriptions
 - Adult Literacy
 - English as a Second Language
 - Civics
10. Adult Secondary Education Descriptions
 - Pre-GED
 - GED
12. Computer Training and Certification Course Descriptions
 - Microsoft® Office Suite 2010
 - Microsoft® Products
 - Adobe®
 - CompTia Strata
 - Quickbooks 2011
 - Internet and Computing Core Concepts IC3
22. Testing and Certification
23. Basic Language Skills
 - Spanish
 - Sign Language
24. Frequently Asked Questions

Education
has for its object the
formation of character.

- HERBERT SPENCER



About the TTA Technology Institute

The Technology and Education Institute (T&EI) gives hundreds of disadvantaged individuals access to technology in education, computer training and certification. Census data indicate that poverty and low education attainment are factors that limit access and use of information and communication technologies.

T&EI is an authorized Certiport Center offering Microsoft®, Adobe®, Internet and Computing Core Certification® (IC3), Quickbooks 2011, & CompTia Strata certifications. Integrating a variety of software applications that teach and enhance professional and education skills, T&EI offers the following programs:

- Adult Literacy teaches basic reading and writing skills to adults with little or no reading ability.
- Pre-GED/GED preparation provides adults with the necessary knowledge and test-taking skills to pass the GED state examination.
- Computer Training and Certification offers adults in-depth, high-quality computer training and certification in the aforementioned software applications.
- Basic Language Skills offers courses in Spanish and Sign Language for individuals that want to increase their marketability the workforce.

12-week sessions are offered three times per year (Fall, Winter, Spring) and 8-week sessions are available in the Summer. Classes are filled on a first come, first serve basis. Students will be notified if the class is full or if the class is cancelled due to low enrollment. A completion certificate is awarded to all students who complete a course with no more than three absences.

2011-2012 Session and Registration Dates

SESSION DATES	REGISTRATION DATES
Session I (Fall) September 6, 2011 – November 23, 2011	July 18, 2011 – September 10, 2011
Session II (Winter) January 9, 2012 – March 31, 2012	November 13, 2011 – January 14, 2012
Session III (Spring) April 9, 2012 – June 30, 2012	February 20, 2012 – April 14, 2012
Summer Session June 16, 2012 – August 25, 2012	April 30, 2012 – August 4, 2012

Fee Schedule, Cancellation, and Return Policy

A \$60 registration fee is due at the time of registration. You can register online using a debit or major credit card. Payment can also be made in the form of cash, cashier's check or money order made payable to The Turn•Around Agenda.

The following policy applies to all career programs offered through the institute or school:

1. For applicants who withdraw before the program start date (i.e., before attending the first class), all tuition and fees will be fully refunded, including the tuition deposit.

(continued on next page)

Fee Schedule, Cancellation, and Return Policy *(continued)*

2. For students who withdraw after the program start date (i.e., after attending a class) but before completing 25% of the program, all tuition and fees shall be fully refunded minus the non-refundable tuition deposit.
3. A student who is dismissed from the school pursuant to the Institute's administrative policies and procedures shall receive a refund of tuition or fees.
4. In the event a school program is cancelled in its entirety (e.g. an entire curriculum or program is no longer offered by the school), each student in the cancelled program shall receive a full refund of paid tuition and fees for that program.
5. All refunds must be requested in writing. Approved refunds shall be made within 30 days of the date of termination. Refunds for textbooks and/or supplies will be made only if the textbooks and/or supplies are returned in their original condition.

The student will not be required to purchase instructional supplies, books, and tools until these materials are required. Once these materials are purchased, no refund will be made.

Scholarships

A very limited number of scholarships are available. To apply for a scholarship, students must complete the scholarship request form and demonstrate merit and a need deserving of scholarship support. If approved to receive a scholarship, students are required to attend 100% of scheduled classes. Failure to meet requirements could jeopardize the student's ability to retain the award. Scholarships are only available for one class per semester/session.

Learning is a treasure

which accompanies its owner everywhere.

- Anonymous



Fee Schedule, Cancellation, and Return Policy *(continued)*

Military Duty Tuition Refund

A student who withdraws from school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; or
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, no later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Childcare

Childcare is provided in the Education Center (lower level) across the street from the Technology and Education Institute. Children should be dropped off in ample time so students can arrive to class on time. Childcare for Saturday classes ends at noon. There is no charge for childcare.

2011-2012 Course Schedule

Fall, Winter, Spring Sessions 2011-2012 – 12 weeks

COURSE	DAY	TIME
Silver Stars	M	10:30 am – 11:30 am
Pre-GED	M - Th	6:00 pm – 9:00 pm
ESL	M /Th	6:00 pm – 9:00 pm
Microsoft® Office Specialist 2010 Basic	M	6:30 pm – 8:30 pm
GED Reading & Writing	M	6:00 pm – 9:00 pm
QuickBooks 2011 (Fall)	Th	6:30 pm – 8:30 pm
Project Manager® (Winter)	Th	6:30 pm – 8:30 pm
SharePoint® (Spring)	Th	6:30 pm – 8:30 pm
CompTIA® Strata	T	6:30 pm – 8:30 pm
GED Science & Social Studies	T	6:00 pm – 9:00 pm
Adult Literacy	T / Th	6:00 pm – 9:00 pm
Microsoft® Office Specialist 2010 Intermediate	T	6:30 pm – 8:30 pm
GED Math	Th	6:00 pm – 9:00 pm
Microsoft® Office Specialist 2010 Advanced	Th	6:30 pm – 8:30 pm
Microsoft® Office Access 2010 (Basic, Intermediate, Advanced)	M	6:30 pm – 8:30 pm
Beginner's Sign Language	TBD	TBD
Spanish (Beginner's, Intermediate, Advanced)	TBD	TBD
Adobe® Photoshop (Fall)	F	6:00 pm - 8:00 pm
Adobe® Dreamweaver (Winter)	F	6:00 pm - 8:00 pm
Adobe® Flash (Spring)	F	6:00 pm - 8:00 pm
Adobe® InDesign	TBD	TBD
Adobe® Illustrator	TBD	TBD
Adobe® Fireworks	TBD	TBD
Adobe® Acrobat	TBD	TBD

Summer Session 2011-2012 - Boot Camp - 8 weeks

COURSE	DAY	TIME
Internet Security and Safety	S	9:00 am – 12:00 pm
Digital Photo Tools-From Camera to Computer	S	9:00 am – 12:00 pm
OneNote-My Digital Notebook	S	1:00 pm – 5:00 pm
Formulas, Formulas, Formulas-Excel Formulas	S	9:00 am – 12:00 pm
Tips and Tricks in Word 2010	S	1:00 pm – 5:00 pm
Build Your Own Computer	S	9:00 am – 12:00 pm

*Course availability and scheduling is subject to change. All courses are located at the Technology and Education Institute. Go online to view latest course offerings

Technology and Education Institute Core Programs

- Adult Basic Education (Adult Literacy)
- Adult Secondary Education (Pre-GED / GED)
- Computer Training and Certification (Basic - Advanced)
- Professional Development

ADULT BASIC AND SECONDARY EDUCATION

Through the Adult Literacy program, The Turn•Around Agenda is a member organization of ProLiteracy, Literacy Texas (state coalition for literacy), and Literacy Coalition of Greater Dallas to stay abreast of the latest methodologies and trends in education. The Adult Basic and Secondary Education (ABE / ASE) programs serve students ages 17 and over who are not formally enrolled in school and who have academic skills below the high school completion level. Each student will receive an individualized education plan designed to meet his/her specific needs.

Coursework varies depending on each student's goals. Independent, one-on-one and small group study methods are used. Coursework includes some or all of the following:

- Reading
- Mathematics
- Writing, Speaking, Listening
- GED Test Preparation
- English as a Second Language



ABE COURSE DESCRIPTIONS

Adult Literacy

The Adult Literacy program teaches students basic skills in reading, writing and mathematics. Students will develop an understanding of how to read and comprehend basic passages, essay writing, and the beginning basics of mathematics.

Course meets: Fall, Winter, and Spring Sessions meet Tues. and Thurs. 6 - 9 pm

Course fee: This course is offered free of charge. A textbook may be required for a fee.

ABE COURSE DESCRIPTIONS *(continued)*

Adult Literacy Satellite Site Instruction

The Adult Literacy program teaches students basic skills in reading, writing and mathematics. Students will develop an understanding of how to read and comprehend basic passages, essay writing, and the beginning basics of mathematics.

Course meets: This course is one-on-one instruction offered at the Desoto Public Library.

Course fee: This course is offered free of charge. A textbook may be required for an additional fee. Please contact us for more information on this course.



English as a Second Language (ESL/Civics)

This course is designed for individuals whose primary language is not English. Students are taught Basic Levels I - IV conversation, vocabulary, and language skills necessary for everyday communication. A key component of the class is group participation to help students with the pronunciation of Basic English vocabulary.

Course meets: Fall, Winter, and Spring Sessions meet Mon. and Thurs., 6 - 9 pm

Course fee: This course is offered free of charge. A textbook may be required for an additional fee.



Develop a
passion for learning.

If you do, you will
never cease to grow.

- ANTHONY J. D'ANGELO

ASE GED PROGRAM COURSE DESCRIPTIONS *(continued)*

Students who register for Pre-GED/GED preparation classes must attend an orientation session which gives an overview of the Pre-GED/GED program. Students will also be required to take a pre-assessment test prior to class start.

Pre-GED Program

Pre-GED prepares students to enter into the GED program. This course focuses on every aspect of the GED course to give students the necessary readiness skills for transitioning into the GED program and passing the GED examination.

Course meets: Fall, Winter, and Spring Sessions meet Mon. – Thurs., 6 - 9 pm

Course fee: \$80

GED Program

The GED Program prepares students to take the GED examination. The GED Program offers integrated instruction in the five areas covered on the GED test: Social Studies, Science, Reading, Writing, and Math.

Course meets: Fall, Winter, and Spring Sessions meet Mon. – Thurs., 6 - 9 pm

Course fee: \$80

GED/Language Arts:

Reading

The Reading course prepares the student to take the Language Arts-Reading portion of the GED examination.

Content areas include: prose fiction from the twentieth century, non-fiction prose, critical reviews, business documents, poetry and drama. Ideas expressed by others will also be explored. The reading portion helps students to understand how to interpret non-fiction, fiction, poetry and drama.

Course meets: Fall, Winter, and Spring Sessions meet Mon., 6 - 9 pm

Writing

The Writing course prepares students to take the Language Arts-Writing portion of the GED examination.

Content areas include: grammar, punctuation, sentence structure, sentence organization, sentence usage, and sentence mechanics. The writing portion of the GED examination also consists of essay writing, planning, organizing, evaluating, and revising.

Course meets: Fall, Winter, and Spring Sessions meet Mon., 6 - 9 pm

GED/Math

The Math course prepares students to take the math portion of the GED examination.

Content areas include: numbers and operations, measurement and data analysis, algebra, and geometry.

Course meets: Fall, Winter, and Spring Sessions meet Thurs., 6 - 9 pm

ASE GED PROGRAM COURSE DESCRIPTIONS *(continued)*

GED/Science

The Science course prepares students to take the Science portion of the GED examination

Content areas include: life, earth and space, and physical sciences.

Course meets: Fall, Winter, and Spring Sessions meet Tues., 6 - 9 pm

GED/Social Studies

The Social Studies course prepares students to take the Social Studies portion of the GED examination.

Content areas include: U.S. history, world history, civics and government, economics and geography.

Course meets: Fall, Winter, and Spring Sessions meet Tues., 6 - 9 pm

GED PROGRAM COURSE MATERIALS

A majority of the courses taught at the Technology and Education Institute use handouts covering detailed subject matter on the material taught in class. The following courses require a textbook that can be purchased from Barnes and Noble bookstore.

Pre-GED and GED Student Curriculum

Pre-GED course study book: ISBN 0-7398-8785-8

- Steck-Vaughn - Complete GED Preparation (Cost: \$20.95)

GED course study book: ISBN 9781419053993

- Steck-Vaughn - Complete GED Preparation (Cost: \$20.95)

The education of a man

is never completed until he dies.

- ROBERT E. LEE



COMPUTER TRAINING and CERTIFICATION

The Technology and Education Institute is an Authorized Certiport Testing Center offering individuals current and relevant digital skills and credentials for the competitive global workforce. These solutions include the official Microsoft Office certification programs, the Microsoft Technology Associate certification program, the Adobe® Certified Associate certification program, the CompTIA Strata™ IT Fundamentals, the Intuit QuickBooks Certified User certification program and the Certiport Internet and Computing Core Certification (IC³®).

The program training and certification areas include:

- Microsoft® Office 2010 Suite
- Microsoft® Technology Associate
- SharePoint® Foundations 2010
- Project® 2010
- Adobe® Applications
- CompTIA Strata™ Fundamentals
- QuickBooks Certified User
- Internet and Computing Core® (IC3)



The certification programs (a) are comprehensive and taught by experienced and certified instructors, (b) are designed to validate desktop computer skills using the aforementioned software applications, (c) are for anyone seeking to gain a working knowledge of computers and the Internet, (d) keep pace with the standards of digital literacy, and (e) measure proficiency and identify opportunities for skills enhancement.

Computer Training Prerequisites and Requirements

Basic Computer Training: Student must be able to type at least 10 WPM. If a person has no typing or keyboarding experience or hasn't typed in a while, it is suggested that the student take self-study training.

Microsoft® Office, SharePoint, and Project, Adobe®, CompTia® Strata, QuickBooks Products:

Keyboarding skills of at least 25 wpm and Basic Computer training.

USB Flash Drive: All computer classes require a 4 GB USB Flash Drive (Adobe classes require 16 GB).

Custom computer application training and certification is available to individuals, groups, and corporations.

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS



Microsoft® Office Suite 2010 MOS Basic

This course involves a careful examination of Microsoft® Word, Excel, PowerPoint, and the integrations of the software components. It is an exploratory course designed primarily for students with little or no knowledge of MOS. Hands-on exercises will give the student a solid understanding of the basic tools and concepts needed to function in the MOS environment.

Course meets: Fall, Winter, and Spring Sessions meet Mon., 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office 2010 Basic Student Curriculum

Word 2010: Basic and CertBlaster
and Student Manual

ISBN-10: 142602164X

or ISBN-13: 9781426021640

Excel 2010: Basic and
CertBlaster Student Manual

ISBN-10: 1426021550

or ISBN-13: 9781426021558

PowerPoint 2010: Basic and
CertBlaster Student Manual

ISBN-10: 1426020686

or ISBN-13: 9781426020681

Microsoft® Office Suite 2010 MOS Intermediate

This course involves a more complex examination of Microsoft® Word, Excel, PowerPoint, and the integrations of the software components. It is a course designed primarily for students with a functional knowledge of MOS. Hands-on exercises will give the student an intricate understanding of the tools and concepts needed to function in the MOS environment.

Course meets: Fall, Winter, and Spring Sessions meet Tues., 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office 2010 Intermediate Student Curriculum

Word 2010: Intermediate and
CertBlaster Student Manual

ISBN-10: 1426021674

ISBN-13: 9781426021671

Excel 2010: Intermediate and
CertBlaster Student Manual

ISBN-10: 1426021585

ISBN-13: 9781426021589

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS (continued)

Microsoft® Office Suite 2010 MOS Advanced

This course involves an advanced examination of Microsoft® Word, Excel, PowerPoint, and the integrations of the software components. It is a course designed primarily for students with a working knowledge of MOS. Hands-on exercises will give the student a highly sophisticated understanding of the tools and concepts needed to function in the MOS environment.

Course meets: Fall, Winter, and Spring Sessions meet Thurs., 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office 2010 Intermediate Student Curriculum

Word 2010: Advanced and
CertBlaster Student Manual

ISBN-10: 1426021704

ISBN-13: 9781426021701

Excel 2010: Advanced and
CertBlaster Student Manual

ISBN-10: 1426021615

or ISBN-13: 9781426021619

PowerPoint 2010: Advanced and
CertBlaster Student Manual

ISBN-10: 1426020716

or ISBN-13: 9781426020711

Database Training

Microsoft® Office Access 2010 Basic

This Course involves a careful examination of Microsoft® Access. It is an exploratory course designed primarily for students with little or no knowledge of MOS Access and its components. Hands-on exercises will give the student a solid understanding of the basic tools and concepts needed to function in the MOS environment.

Course meets: Fall, Winter, Spring Sessions meet Mon, 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office Access 2010 Basic Student Curriculum

Access 2010: Basic + CertBlaster Student Manual

ISBN-10: 1426021461 or ISBN-13: 978-1426021466

Microsoft® Office Access 2010 Intermediate

This Course involves a more complex examination of Microsoft® Access. It is a course designed primarily for students with a functional knowledge of MOS Access. The student will use the major tools used in Microsoft® Access and its components. Hands-on exercises will give the student an intricate understanding of the tools and components needed to function in the Microsoft® office environment.

Course meets: Fall, Winter, Spring Sessions meet Mon, 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office Access 2010 Intermediate Student Curriculum

Access 2010: Intermediate and CertBlaster Student Manual

ISBN-10: 1426021496 or ISBN-13: 978-1426021497

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS (continued)

Microsoft® Office Access 2010 Advanced

This Course involves an advanced examination of Microsoft® Access. It is a course designed primarily for students with working knowledge of Microsoft® Office Access. The student will use the major tools used in Microsoft® Access and its components. Hands-on exercises will give the student a highly sophisticated understanding of the tools and concepts needed to function in the Microsoft® Office Access environment.

Course meets: Fall, Winter, Spring Sessions meet Mon, 6:30 - 8:30 pm

Course fee: \$60

Microsoft® Office Access 2010 Advanced Student Curriculum

Access 2010: Intermediate and CertBlaster Student Manual

ISBN-10: 1426021526

or ISBN-13: 978-1426021527



SharePoint® Foundations 2010

This course is a comprehensive examination of Microsoft® Sharepoint® Foundation 2010 and the integrations of the software components. This course is designed for individuals who will need to access information on a Microsoft SharePoint® team site or for individuals who may need to create and manage a team website. You will use, create, and edit content in a team website. (Prerequisite: Microsoft® Office 2010)

Course meets: Spring Sessions meet Thu., 6:30 - 8:30 pm

Course fee: \$60

2010 Intermediate Student Curriculum

SharePoint Foundation 2010: Basic

ISBN-10: 1426028288 or ISBN-13: 9781426028281

SharePoint Foundation 2010: Advanced

ISBN-10: 1426028318 or ISBN-13: 9781426028311

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS (continued)

Microsoft® Project 2010

Project 2010

This course is a comprehensive examination of Microsoft® Project 2010 and the integrations of the software components. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. (Prerequisite: Knowledge of project management)

Course meets: Winter Sessions meet Thu., 6:30 - 8:30 pm

Course fee: \$60

QuickBooks 2011

This course is designed as an introduction to Intuit QuickBooks 2011. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. It will enable you to set-up an accounting system, pay bills, produce invoices, keep track of payments received as well as supporting financial information for creating budgets, time tracking, revenue and expense tracking.

(Prerequisite: Knowledge of bookkeeping)

Course meets: Fall Sessions meet Thu., 6:30 - 8:30 pm

Course fee: \$60

CompTIA

CompTia® Strata

This course is designed to help you acquire knowledge of IT basics. Strata IT Fundamentals is ideal for students focused on technology related courses and individuals new to the IT workforce or changing careers to an IT focus. This course also helps individuals prepare for higher level certifications starting with CompTIA A+.

Students and professionals holding a Strata certificate demonstrate that they have the IT knowledge required to enter and excel in technology-related fields. (Prerequisite: Knowledge of Basic Computer Fundamentals)

Course meets: Fall, Winter, and Spring Sessions meet Tue., 6:30 - 8:30 pm

Course fee: \$60

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*



Adobe® Application Training

Course meets: Friday meet Mon., 6:00 - 8:00 am

*Adobe® Flash

Flash is the industry standard for creating and delivering effective, rich interactive content across desktops and devices. Flash enables users to integrate animation, video, text, audio and graphics into engaging user experiences that span a wide variety of digital devices, from desktops to mobile phones. The Adobe Certified Associate program offers the exam for Adobe Flash.

Course meets: Spring Session meets Fri. 6:00 - 8:00 am

Course fee: \$60

*Adobe® Dreamweaver

With Dreamweaver, a student can go from start to finish creating and maintaining basic web sites to advanced applications that support best practices and the latest technologies. The Adobe® Certified Associate program offers the exam for Adobe® Dreamweaver.

Course meets: Winter Session meets Fri. 6:00 - 8:00 am

Course fee: \$60

*Adobe® Photoshop

Photoshop is the industry standard for the utmost creative control in image editing and compositing. Photoshop enables users to animate video frames, paint and clone over multiple video frames, and import and export video files in a wide range of formats, engaging user experiences that create more accurate composites. The Adobe Certified Associate program offers the exam for Adobe Photoshop.

Course meets: Fall Session meets Fri. 6:00 - 8:00 am

Course fee: \$60

*Adobe Illustrator

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. This course is designed to give students the skills needed to draw, create logos and graphics, create special effects, and manipulate type.

Course meets: TBD

Course fee: \$60

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

***Adobe Fireworks**

In this course students will learn how to use Fireworks to design effective, high-quality images for the Web. Students will learn how to customize the Fireworks environment; create and modify vector shapes; duplicate and merge shapes; create and apply custom colors, gradients, and patterns; import and modify bitmaps and format text; and optimize and export graphics for the Web.

Course meets: TBD

Course fee: \$60

***Adobe Acrobat Pro**

In this course students will learn how to use Acrobat Professional to create, modify, and review PDF documents. Students learn how to create headers, footers, bookmarks, and links, ensure that PDF documents are accessible, apply password security, digitally sign, validate and encrypt PDF files, initiate a review, and create a comment summary file.

Course meets: TBD

Course fee: \$60

***Adobe InDesign**

This course is designed to teach students to create documents, place text and graphics, and create custom color swatches. Students will also learn to work with master pages and multi-page documents, format text and apply styles, work with threaded text frames and layers, and position and group objects.

Course meets: TBD

Course fee: \$60

* Adobe classes are based on instructor availability and class registration.

* All Adobe computer classes require a 16 GB USB Flash Drive.

Education
is not the filling of a pail, but the
lighting of a fire.

- William Butler Yeats



COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

Silver Stars (55 and older)

These fun and exciting classes will teach you how to get the most out of your computer. Just look at the variety of computer skills you will learn, such as:

- Turning the computer on and off,
- Opening and close programs,
- Moving the mouse,
- Using a printer,
- Surfing the Internet for fun and to find information, and
- Sending and receiving e-mail.

Course meets: Fall, Winter, and Spring Sessions meet Mon., 10:30 - 11:30 am

Course fee: This course is offered free of charge to the OCBF Silver Stars

Power Training Sessions

These hands-on sessions are designed to provide advanced techniques that emphasize the specific components required for certification. Power Training will be scheduled on an as-needed basis and fees will be assessed based on the application services requested.

Microsoft® Office Suite 2010, SharePoint 2010, and Project 2010 Power Training (4 days)

This course involves a careful examination of Microsoft® Office Suite, SharePoint, and Project and the integrations of the software components. It is a course designed primarily for students with a highly sophisticated knowledge of Microsoft® Office, SharePoint, and Project. The student will learn the major tools used in Microsoft® Office, SharePoint, and Project and its components required for Microsoft® certifications. Hands-on exercises will give the student a more refined understanding of the tools and concepts needed to function in the Microsoft® environments.

Microsoft Technology Associate (MTA) Certification

The MTA certification program is designed specifically for secondary and post-secondary students interested in exploring academic and career options in a technology field. It offers students certification in basic IT and development. As the new recommended entry point for Microsoft technology certifications, MTA is designed especially for students new to IT and software development. It is available exclusively in educational settings and easily integrates into the curricula of existing computer classes (Certiport, 2011).

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

Power Training Sessions *(continued)*

QuickBooks 2011 Power Training (3 days)

This course is designed as an introduction to Intuit QuickBooks 2011. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. It will enable you to set-up an accounting system, pay bills, produce invoices, keep track of payments received as well as supporting financial information for creating budgets, time tracking, revenue and expense tracking. (Prerequisite: knowledge of bookkeeping)

Course meets: Fall, Winter, and Spring Sessions meet Mon., 6:30 - 8:30 pm

Course fee: \$65



The beautiful thing

about learning is that no one can take it away from you.

- B.B. KING

COMPUTER TRAINING and CERTIFICATION COURSE DESCRIPTIONS *(continued)*

Power Training Sessions *(continued)*

CompTia® Strata Power Training (5 days)

This course is designed to help you acquire knowledge of IT basics. Strata IT Fundamentals is ideal for students focused on technology related courses and individuals new to the IT workforce or changing careers to an IT focus. This course also helps individuals prepare for higher level certifications starting with CompTIA A+. Students and professionals holding a Strata certificate demonstrate that they have the IT knowledge required to enter and excel in technology-related fields. (Prerequisite: Knowledge of Basic Computer Fundamentals)

Course meets: Fall, Winter, and Spring Sessions meet Mon., 6:30 - 8:30 pm

Course fee: \$65

Internet and Computing Core Certification-IC3 (5 days)

This certification introduces basic concepts designed to validate an individual's basic computer skills and Internet knowledge for promoting success in school, work, and life. The IC³ program enjoys worldwide recognition as the global standard for digital literacy and desktop computing proficiency.

Adobe® Application Power Training (3 days)

This course involves a careful examination of Adobe applications, Flash, Dreamweaver, Photoshop and the integrations of the software components. It is a course designed primarily for students with a highly sophisticated knowledge of Adobe®. The student will learn the major tools used in Adobe® and its components required for Adobe® certification. Hands-on exercises will give the student a more refined understanding of the tools and concepts needed to function in the Adobe® environment.

(Adobe® certification is available)

TESTING AND CERTIFICATION

Take an Exam

The Technology and Education Institute is an Authorized Testing Center for Certiport, the world's foremost purveyor of PC application testing and certification. Certiport prepares individuals with current and relevant digital skills and credentials for the competitive global workforce. These solutions include Internet and Computing Core Certification (IC3), Microsoft Office Specialist (MOS) 2003 / 2007 / 2010 certifications, Microsoft Official Pre-Test, and Adobe Certified Associate (ACA) programs delivered by more than 12,000 Certiport Centers worldwide.

The Technology and Education Institute offers the following exams:

- Internet and Computing Core® (IC3)
- Microsoft® Office Specialist (MOS) 2010
- Adobe® Certified Associate (ACA)
- Microsoft® Technology Associate (MTA)
- CompTIA Strata™
- QuickBooks 2011 Certified User (QBCU)



Location:

The test center is housed at the The Technology and Education Institute located at 1718 W. Camp Wisdom Rd. Dallas, TX 75232.

Hours:

Testing Hours: Monday – Friday, 10:00 am to 3:00 pm
Tests can start no later than 3:00 pm

Test Registration:

Exams are scheduled by appointment only Monday - Friday, 10:00 am until 4:00 pm.
Call (214) 672-9100 to schedule a test.

Exam Cost:

The cost for the exam vouchers varies based on the exam.

Proctor Fee:

\$20.00 for administering the fee

BASIC LANGUAGE SKILLS

Spanish

This course is designed for students who have little or no formal Spanish speaking skills to students who want to improve their proficiency. Levels vary per session.

Course meets: TBD

Course fee: \$60

Spanish Student Curriculum

501 SPANISH VERBS 6th Edition

ISBN 0-7641-7984-5

Christopher Kendris, Ph.D. and Dr. Theodore Kendris

Beginner's Sign Language

This course introduces the fundamentals of American Sign Language (ASL) used by the deaf community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. It focuses on communicative competence, develops gestural skills as a foundation for ASL enhancement, introduces cultural knowledge, and increases understanding of the Deaf Community.

Course meets: Fall, Winter, Spring Sessions meet Sat, 10 am - 12 pm

Course fee: \$60

Sign Language Student Curriculum

Sign Language course study book: ISBN 978-0932666420-13

A Basic Course (ABC) in American Sign Language, 2nd Edition;

by Humphries, Padden and O'Rourke

Education

is the most powerful weapon which you can use to

change the world.

- NELSON MANDELA



Frequently Asked Questions

1. Do I have to be a member of Oak Cliff Bible Fellowship to take a course?

No, we serve the community as a whole.

2. Are there any fees associated with the courses?

Yes, some of the courses have nominal fees while others are free.

3. How do I register for your courses?

Visit ocbfchurch.org for online registration.

4. What are the course requirements?

View course requirements in course description section.

5. Do you offer courses during the day or distance learning?

We currently offer professional Power Training courses on Saturday mornings and during the week. Distance learning is not available at this time.

6. Do you use certified instructors?

Yes, all of our instructors are certified and experienced in their field.

7. Are any courses taught in Spanish?

No, our classes are taught in English.

8. How many courses can an individual take at one time?

Clients may take as many courses as they feel capable of managing.

9. Are the courses limited to adults only?

Yes, ages 18 and above. However, we do offer programs to homeschool groups with adult participation.

10. What type of courses do you offer?

visit us online at ocbfchurch.org for a complete listing of our course offerings.

The Turn Around Agenda is a social outreach
of Oak Cliff Bible Fellowship

The Turn•Around Agenda Technology and Education Institute
1808 W. Camp Wisdom Road
Dallas, TX 75232
214-672-9100, ext. 1510

ocbfchurch.org

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