



# Spring 2012 Public Course Schedule

If you have questions about any course or would like more information please contact Jan Heming at 717-358-2957 or email at [jmheming@hacc.edu](mailto:jmheming@hacc.edu).

## Adobe Illustrator

This course covers the core features and functions of Illustrator; create simple and complex shapes, add color and text, modify and group items. Learn the skills that graphic designers use to create artwork for both print and the Web. Prerequisite: Windows experience. . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72431	4/14/2012 - 4/21/2012	S	9:00 AM-4:00 PM	Lorenzo, Na- than F.

## Computer Basics

This class will explain computer terminology as well as hardware and software choices. Data storage, printers, and the history of computers will be discussed. You will learn to use the mouse and keyboard. An overview of Windows, application software and the Internet are also included. This course is a good choice for anyone who is just starting out. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Harrisburg	72339	1/10/2012 - 1/19/2012	TR	6:00 PM-9:00 PM	Gardner, Bri- an K.

## Microsoft Publisher

Students will learn about user friendly desktop publishing using this Microsoft product. Learn to create letterheads, flyers, and newsletters. Add shapes, set up tables, and design simple Web sites. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72382	4/20/2012 - 4/27/2012	F	8:00 AM-12:30 PM	McNew, Melany L.



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## Adobe Photoshop Basic

Learn the basics of Adobe Photoshop and the skills for developing graphics for print and/or the Web. Explore original image development and photo manipulation techniques. Topics include: image editing, photo correction, problem-solving strategies, special effects graphics, and Web animation. Prerequisite: Windows Introduction or similar experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72448	3/6/2012 - 3/27/2012	T	6:00 PM-9:00 PM	Lorenzo, Na- than F.

## Adobe Photoshop Basic

Learn the basics of Adobe Photoshop and the skills for developing graphics for print and/or the Web. Explore original image development and photo manipulation techniques. Topics include: image editing, photo correction, problem-solving strategies, special effects graphics, and Web animation. Prerequisite: Windows Introduction or similar experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72449	4/28/2012 - 5/5/2012	S	9:00 AM-4:00 PM	Lorenzo, Na- than F.

## Adobe Photoshop Basic

Learn the basics of Adobe Photoshop and the skills for developing graphics for print and/or the Web. Explore original image development and photo manipulation techniques. Topics include: image editing, photo correction, problem-solving strategies, special effects graphics, and Web animation. Prerequisite: Windows Introduction or similar experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72527	2/22/2012 - 3/5/2012	MW	6:00 PM-9:00 PM	Staff



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Access Basic						
Learn to design and create databases; work with tables, fields, and records; sort and filter data; create basic queries, forms, and reports. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72333	2/8/2012 - 2/15/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

Access Basic						
Learn to design and create databases; work with tables, fields, and records; sort and filter data; create basic queries, forms, and reports. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72334	3/6/2012 - 3/13/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

Access Basic						
Learn to design and create databases; work with tables, fields, and records; sort and filter data; create basic queries, forms, and reports. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72335	4/23/2012 - 4/30/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.



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## Access Basic

Learn to design and create databases; work with tables, fields, and records; sort and filter data; create basic queries, forms, and reports. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72511	5/3/2012 - 5/10/2012	TR	6:00 PM-9:00 PM	Staff

## Access Intermediate

Learn how to normalize data; work with Lookup fields and subdatasheets, create "join" queries, add objects to forms, print reports and labels, create charts, and use PivotTables and PivotCharts. Prerequisite: Access Basic or similar experience. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72336	3/20/2012 - 3/27/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

## Access Intermediate

Learn how to normalize data; work with Lookup fields and subdatasheets, create "join" queries, add objects to forms, print reports and labels, create charts, and use PivotTables and PivotCharts. Prerequisite: Access Basic or similar experience. . . .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72337	3/26/2012 - 4/2/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.



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Access Advanced						
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields. Prerequisite: Access Intermediate or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72338	4/3/2012 - 4/12/2012	TR	6:00 PM-9:00 PM	Dawber, Richard A.

Access Advanced						
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields. Prerequisite: Access Intermediate or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72744	1/10/2012 - 1/19/2012	TR	6:00 PM-9:00 PM	Dawber, Richard A.

Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	70872	1/5/2012 - 1/12/2012	TR	6:00 PM-9:00 PM	Ray, Beverly S.



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Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72355	2/8/2012 - 2/15/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72356	2/16/2012 - 2/23/2012	TR	6:00 PM-9:00 PM	Petrina, Philip M.

Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72357	4/11/2012 - 4/18/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.



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Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72358	5/1/2012 - 5/8/2012	TR	6:00 PM-9:00 PM	McCullough, Jody R.

Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72523	1/26/2012 - 2/2/2012	TR	6:00 PM-9:00 PM	Staff

Excel Basic						
Learn to create workbooks that use basic formulas and functions. Work with cut, copy and paste options. Use basic functions such as SUM and learn charting techniques. Prepare worksheets for printing with page setup options. Also use editing tools for proofing worksheets. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72524	5/22/2012 - 5/29/2012	TR	6:00 PM-9:00 PM	Staff



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## Excel Intermediate

Learn how to use formulas and functions across multiple worksheets and workbooks. Create outlines and subtotals. Name ranges and work with lists and table data. Save workbooks as web pages and PDF files. Enhance charts, discover worksheet auditing tools and learn how to protect and share workbooks. Prerequisite: Excel Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72359	2/27/2012 - 3/5/2012	MW	6:00 PM-9:00 PM	Petrina, Philip M.

## Excel Intermediate

Learn how to use formulas and functions across multiple worksheets and workbooks. Create outlines and subtotals. Name ranges and work with lists and table data. Save workbooks as web pages and PDF files. Enhance charts, discover worksheet auditing tools and learn how to protect and share workbooks. Prerequisite: Excel Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72360	3/5/2012 - 3/12/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

## Excel Intermediate

Learn how to use formulas and functions across multiple worksheets and workbooks. Create outlines and subtotals. Name ranges and work with lists and table data. Save workbooks as web pages and PDF files. Enhance charts, discover worksheet auditing tools and learn how to protect and share workbooks. Prerequisite: Excel Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72361	5/7/2012 - 5/11/2012	MWF	1:00 PM-4:00 PM	McNew, Melany L.



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## Excel Intermediate

Learn how to use formulas and functions across multiple worksheets and workbooks. Create outlines and subtotals. Name ranges and work with lists and table data. Save workbooks as web pages and PDF files. Enhance charts, discover worksheet auditing tools and learn how to protect and share workbooks. Prerequisite: Excel Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72525	2/16/2012 - 2/23/2012	TR	6:00 PM-9:00 PM	Staff

## Excel Advanced

Learn advanced functions, VLOOKUP, MATCH, etc. Use data validation and database functions like DSUM. Create and work with PivotTables and PivotCharts. Learn to import and export data, run external queries and create and run macros. Prerequisite: Excel Intermediate or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72362	3/19/2012 - 3/28/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

## Excel Advanced

Learn advanced functions, VLOOKUP, MATCH, etc. Use data validation and database functions like DSUM. Create and work with PivotTables and PivotCharts. Learn to import and export data, run external queries and create and run macros. Prerequisite: Excel Intermediate or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72363	4/16/2012 - 4/25/2012	MW	6:00 PM-9:00 PM	Dawber, Rich- ard A.



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Excel Advanced						
Learn advanced functions, VLOOKUP, MATCH, etc. Use data validation and database functions like DSUM. Create and work with PivotTables and PivotCharts. Learn to import and export data, run external queries and create and run macros. Prerequisite: Excel Intermediate or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72364	5/14/2012 - 5/23/2012	MW	1:00 PM-4:00 PM	McNew, Melany L.

Excel Advanced						
Learn advanced functions, VLOOKUP, MATCH, etc. Use data validation and database functions like DSUM. Create and work with PivotTables and PivotCharts. Learn to import and export data, run external queries and create and run macros. Prerequisite: Excel Intermediate or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Lancaster	72522	3/1/2012 - 3/13/2012	TR	6:00 PM-9:00 PM	Staff

PowerPoint Basic						
Learn how to create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. Use editing tools and format slide content. Apply transition and animation effects. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72376	1/25/2012 - 2/8/2012	W	6:00 PM-9:00 PM	Nicholas, Darryl C.



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## PowerPoint Basic

Learn how to create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. Use editing tools and format slide content. Apply transition and animation effects. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72377	2/20/2012 - 2/27/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

## PowerPoint Advanced

Learn how to customize PowerPoint by modifying the Quick Access Toolbar and creating macros. Apply themes and templates; work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides, integrate PowerPoint with Word and Excel. Prerequisite: PowerPoint Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72378	3/14/2012 - 3/21/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

## Intro to Digital Cameras

This course covers the features found on digital cameras and tips on how to take great pictures. Learn basic editing techniques, turning simple snapshots into cherished keepsakes. Students are encouraged to bring their own digital cameras and accessories to class.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$119	Lancaster	72526	1/21/2012 - 1/21/2012	S	9:00 AM-4:00 PM	Staff



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## Microsoft Office 2010 Overview

Switching from an earlier version of Microsoft Office to 2010? This hands-on class will show the main differences in versions, including new formatting and charting features, command ribbons and mini toolbars, the Office button, new file format options and page layouts. Prerequisites: Basic knowledge of Word, Excel, and PowerPoint.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$179	Harrisburg	72368	1/20/2012 - 1/20/2012	F	9:00 AM-4:00 PM	McNew, Melany L.

## Word Basic

Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72390	1/18/2012 - 2/1/2012	W	9:00 AM-12:00 PM	McNew, Melany L.

## Word Basic

Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72391	2/2/2012 - 2/9/2012	TR	6:00 PM-9:00 PM	McCullough, Jody R.



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Word Basic						
Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72392	5/2/2012 - 5/7/2012	MWF	9:00 AM-12:00 PM	McNew, Melany L.

Word Basic						
Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools. Prerequisite: Windows Introduction or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72530	4/5/2012 - 4/12/2012	TR	6:00 PM-9:00 PM	Staff

Word Intermediate						
Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. Prerequisite: Word Basic or similar experience.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72393	2/13/2012 - 2/20/2012	MW	6:00 PM-9:00 PM	Dawber, Richard A.



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## Word Intermediate

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. Prerequisite: Word Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72394	3/5/2012 - 3/12/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

## Word Intermediate

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. Prerequisite: Word Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72395	5/14/2012 - 5/21/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

## Word Intermediate

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. Prerequisite: Word Basic or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72531	4/19/2012 - 4/26/2012	TR	6:00 PM-9:00 PM	Staff



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## Word Advanced

Learn to create mail merges and form documents. Work with master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross- references, and Web frames. Record macros and customize the Word interface. Prerequisite: Word Intermediate or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$265	Harrisburg	72396	4/4/2012 - 4/18/2012	M	9:00 AM-12:00 PM	McNew, Melany L.

## Web Authoring

Learn about Web page creation and other aspects of Web authoring. Learn about Cascading Style Sheets (CSS), and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). Create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Prerequisite: Windows and Internet experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	70871	1/4/2012 - 1/18/2012	MW	6:00 PM-9:00 PM	Staff

## Web Authoring

Learn about Web page creation and other aspects of Web authoring. Learn about Cascading Style Sheets (CSS), and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). Create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Prerequisite: Windows and Internet experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72454	1/24/2012 - 2/21/2012	T	6:00 PM-9:00 PM	Glovier, Joel A.



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Web Authoring						
Learn about Web page creation and other aspects of Web authoring. Learn about Cascading Style Sheets (CSS), and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). Create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Prerequisite: Windows and Internet experience. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72455	3/17/2012 - 3/31/2012	S	9:00 AM-2:30 PM	Glovier, Joel A.

Web Authoring						
Learn about Web page creation and other aspects of Web authoring. Learn about Cascading Style Sheets (CSS), and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). Create simple Web pages containing text, graphics, hyperlinks, tables, forms and frames. Prerequisite: Windows and Internet experience. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	72529	1/25/2012 - 2/6/2012	MW	6:00 PM-9:00 PM	Staff

Adobe Photoshop Advanced						
This course will focus on reviewing the fundamentals, fine-tuning special effects techniques, developing projects with multiple images and preparing graphics for animation and the Web. This includes an introduction to ImageReady, the software that works hand-in-hand with Photoshop. Prerequisite: Photoshop Basic or equivalent.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72450	4/5/2012 - 4/26/2012	R	6:00 PM-9:00 PM	Lorenzo, Nathan F.



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Adobe Photoshop Elements						
Use one of the best-selling photo software programs to help you edit, save, and print your photographs. Learn to crop and resize photos, change the color and lighting, and enhance picture quality. Work with layout options, Smart Albums, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72451	2/21/2012 - 3/1/2012	TR	6:00 PM-9:00 PM	Nicholas, Darryl C.

Adobe Photoshop Elements						
Use one of the best-selling photo software programs to help you edit, save, and print your photographs. Learn to crop and resize photos, change the color and lighting, and enhance picture quality. Work with layout options, Smart Albums, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Harrisburg	72452	4/14/2012 - 4/21/2012	S	9:00 AM-4:00 PM	Nicholas, Darryl C.

Adobe Photoshop Elements						
Use one of the best-selling photo software programs to help you edit, save, and print your photographs. Learn to crop and resize photos, change the color and lighting, and enhance picture quality. Work with layout options, Smart Albums, Photo-blending to incorporate several photos into one, and panorama tools.						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$290	Lancaster	72521	4/18/2012 - 4/30/2012	MW	6:00 PM-9:00 PM	Staff



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## Windows 7.0 Introduction

This course provides students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in Windows 7. Students will customize Windows 7, manage files and folders, work with simple tools, and browse the Internet.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72383	1/11/2012 - 1/13/2012	WF	8:00 AM-12:30 PM	McNew, Melany L.

## Windows 7.0 Introduction

This course provides students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in Windows 7. Students will customize Windows 7, manage files and folders, work with simple tools, and browse the Internet.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72384	1/24/2012 - 1/31/2012	TR	6:00 PM-9:00 PM	Dawber, Rich- ard A.

## Windows 7.0 Introduction

This course provides students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in Windows 7. Students will customize Windows 7, manage files and folders, work with simple tools, and browse the Internet.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72385	4/17/2012 - 4/24/2012	TR	6:00 PM-9:00 PM	Gardner, Bri- an K.



# Spring 2012 Public Course Schedule

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## Windows 7.0 Introduction

This course provides students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in Windows 7. Students will customize Windows 7, manage files and folders, work with simple tools, and browse the Internet.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72387	4/23/2012 - 4/30/2012	MW	9:00 AM-12:00 PM	McNew, Melany L.

## Practical Computer Security

This course covers basic security concerns presented by the digital information age. The lecture will focus on practical approaches to security information on personal computers and communications, including password generation and security, virus protection, hacking, phishing, secure websites, malware, and other points of interest for general security.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$49	Lancaster	70870	12/21/2011 - 12/21/2011	W	6:00 PM-9:00 PM	Mackey, Wade T.

## Basic Personal Computing

This course introduces students to the history of computers, basic terminology, and start up operations. Students will work within the Windows operating system to set up their desktop and manage files and folders. Students will then use MS Word to create, edit, format and print simple documents. MS Excel worksheet operations are also included. Basic email functions and etiquette will also be taught in addition to best practices and ideas when accessing the internet.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Lancaster	72514	2/6/2012 - 2/15/2012	MW	8:00 AM-12:00 PM	Staff



# Spring 2012 Public Course Schedule

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## Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72397	1/9/2012 - 1/9/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

## Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72399	4/13/2012 - 4/13/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

## Word Business Essentials

Students will learn the basic essentials of Word used in most typical business environments. Topics include getting familiar with the Word environment, editing and formatting text. Working with document setup including margins and page setup options, along with proofing tools and printing. After establishing basics, students will learn to enhance business documents with tables and graphics as well as create a mail merge document.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72541	3/9/2012 - 3/9/2012	F	8:00 AM-5:00 PM	Staff



# Spring 2012 Public Course Schedule

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## Excel Business Essentials

Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72366	1/23/2012 - 1/23/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

## Excel Business Essentials

Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72367	3/30/2012 - 3/30/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

## Excel Business Essentials

Students will learn the basics of using Microsoft Excel features relevant to skills most would use in a normal business environment. By course end, students will have a working knowledge of terminology, basic formulas and functions, as well as sorting, filtering, charting and printing Excel data.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Lancaster	72538	2/17/2012 - 2/17/2012	F	8:00 AM-5:00 PM	Staff



# Spring 2012 Public Course Schedule

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## Project Business Essentials

Students will learn the basic essentials of MS Project used in most typical project management environments. Topics include familiarization with the Project environment, creating a task list and working with project resources. Scheduling linking and planning tasks along with assigning resources are also discussed. After establishing basics, students will learn to manage the project plan and create custom views and reports.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$209	Harrisburg	72380	2/6/2012 - 2/6/2012	M	8:00 AM-5:00 PM	McNew, Melany L.

## Project Business Essentials

Students will learn the basic essentials of MS Project used in most typical project management environments. Topics include familiarization with the Project environment, creating a task list and working with project resources. Scheduling linking and planning tasks along with assigning resources are also discussed. After establishing basics, students will learn to manage the project plan and create custom views and reports.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$209	Harrisburg	72381	3/23/2012 - 3/23/2012	F	8:00 AM-5:00 PM	McNew, Melany L.

## PowerPoint Business Essentials

Students will learn the basic essentials of PowerPoint used in typical business environments. Initial topics include creating new presentations, formatting text on slides, using drawing objects, charts, and diagrams. Transitions and animation effects, timings, along with techniques for proper delivery will also be covered.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$205	Harrisburg	72379	1/30/2012 - 1/30/2012	M	8:00 AM-5:00 PM	McNew, Melany L.



# Spring 2012 Public Course Schedule

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## Excel Data Management

Students will learn how to manage list data in Excel. Topics covered include data validation within lists, filtering and sorting, using functions that assist in finding list data as well as creating Pivot Tables to clearly present data.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$95	Harrisburg	72365	3/16/2012 - 3/16/2012	F	8:30 AM-12:30 PM	McNew, Melany L.

## Basic Typing

Designed to improve keyboard knowledge, typing speed and accuracy. If you have never taken a typing course, this course is a good starting point.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$219	Lancaster	72515	5/2/2012 - 5/14/2012	MW	6:00 PM-9:00 PM	Staff

## QuickBooks

Learn to set up and track account information for a small business. Create lists, bill customers, and manage accounts payable and payroll. Create reports, work with forms using accounts and registers, and work with taxes. Gain confidence in handling a wide range of accounting tasks. Prerequisite: A basic understanding of accounting methods and Windows Introduction or similar experience. .

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329		71697	3/27/2012 - 4/24/2012	T	5:30 PM-8:30 PM	Staff



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QuickBooks						
Learn to set up and track account information for a small business. Create lists, bill customers, and manage accounts payable and payroll. Create reports, work with forms using accounts and registers, and work with taxes. Gain confidence in handling a wide range of accounting tasks. Prerequisite: A basic understanding of accounting methods and Windows Introduction or similar experience. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Harrisburg	72456	3/5/2012 - 3/19/2012	MW	6:00 PM-9:00 PM	Wagner, Jennifer D.

QuickBooks						
Learn to set up and track account information for a small business. Create lists, bill customers, and manage accounts payable and payroll. Create reports, work with forms using accounts and registers, and work with taxes. Gain confidence in handling a wide range of accounting tasks. Prerequisite: A basic understanding of accounting methods and Windows Introduction or similar experience. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Harrisburg	72457	5/5/2012 - 5/19/2012	S	9:00 AM-3:00 PM	Burg, Theresa M.

QuickBooks						
Learn to set up and track account information for a small business. Create lists, bill customers, and manage accounts payable and payroll. Create reports, work with forms using accounts and registers, and work with taxes. Gain confidence in handling a wide range of accounting tasks. Prerequisite: A basic understanding of accounting methods and Windows Introduction or similar experience. .						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$329	Lancaster	72528	3/20/2012 - 4/3/2012	TR	6:00 PM-9:00 PM	Staff



# Spring 2012 Public Course Schedule

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Adobe Dreamweaver Basic						
This course provides Web designers with the knowledge and hands on practice they need to build and manage professional Web sites. After learning Dreamweaver basics, you will learn to add content to a website; link to documents, files, and name anchors; add graphics and modify image properties. Prerequisite: Windows Introduction or equivalent experience						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72424	2/18/2012 - 2/25/2012	S	9:00 AM-4:00 PM	Staff

Adobe Dreamweaver Basic						
This course provides Web designers with the knowledge and hands on practice they need to build and manage professional Web sites. After learning Dreamweaver basics, you will learn to add content to a website; link to documents, files, and name anchors; add graphics and modify image properties. Prerequisite: Windows Introduction or equivalent experience						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72425	4/3/2012 - 4/24/2012	T	6:00 PM-9:00 PM	Meeson, Cur- tis S.

Adobe Dreamweaver Basic						
This course provides Web designers with the knowledge and hands on practice they need to build and manage professional Web sites. After learning Dreamweaver basics, you will learn to add content to a website; link to documents, files, and name anchors; add graphics and modify image properties. Prerequisite: Windows Introduction or equivalent experience						
Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72519	3/14/2012 - 3/26/2012	MW	6:00 PM-9:00 PM	Staff



# Spring 2012 Public Course Schedule

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## Adobe Dreamweaver Advanced

This follow up course will help you use tables, templates, libraries, and forms; create frames; use Cascading Style Sheets; create button rollovers; and test and maintain your site. Prerequisite: Dreamweaver Basic or equivalent.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72426	3/3/2012 - 3/10/2012	S	9:00 AM-4:00 PM	Staff

## Adobe Dreamweaver Advanced

This follow up course will help you use tables, templates, libraries, and forms; create frames; use Cascading Style Sheets; create button rollovers; and test and maintain your site. Prerequisite: Dreamweaver Basic or equivalent.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72427	5/1/2012 - 5/22/2012	T	6:00 PM-9:00 PM	Meeson, Cur- tis S.

## Adobe Dreamweaver Advanced

This follow up course will help you use tables, templates, libraries, and forms; create frames; use Cascading Style Sheets; create button rollovers; and test and maintain your site. Prerequisite: Dreamweaver Basic or equivalent.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Lancaster	72518	4/2/2012 - 4/11/2012	MW	6:00 PM-9:00 PM	Staff



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## Adobe InDesign Basic

Join the growing ranks of professionals using InDesign, the standard in layout and design. Use powerful features, like multiple undo, style support and flexible gradients to boost your productivity and enhance your creativity. Covers tools and palettes, text formatting, creating/editing shapes, use of color, cropping/masking, and tables. Prerequisite: Windows Introduction or similar experience.

Price:	City:	Course #:	Dates:	Days:	Times:	Instructor:
\$295	Harrisburg	72439	2/2/2012 - 2/23/2012	R	6:00 PM-9:00 PM	Lorenzo, Na- than F.