

CONTINUING EDUCATION CALENDAR

the courses that fit *naturally*



september - december 2009 | selkirk.ca

computer & digital technology

COMPUTERS

ACCESS: LEVEL I

Use a database for accessing information, creating forms and generating reports. Get comfortable with creating and editing a database, manipulating info and generating a mailing list with labels. Manual extra.

Castlegar Campus \$198
Betty-Ann Mullen
3 classes: Oct. 13-27, Tue. 8:30 am-3:30 pm

Grand Forks Campus \$198
Judi Thomas
6 classes: Nov. 24-Dec. 10, Tue. & Thur.
6:30-9:30 pm

AUTOCAD: LEVEL I

An intro to Computer Assisted Drafting and Design (CADD). Learn everything you need to know to produce shop drawings, building and site plans. Prerequisite basic windows skills. Manual included.

Nelson: Silver King Campus \$300
Kai Korinth
10 classes: Oct. 5-Dec. 14, Mon. 6:30-9:30 pm
(no class Oct. 12)

AUTOCAD: 3D

Become familiar with 3D Coordinate Systems, create and modify 3D objects, surfaces, dimensioning, plotting and rendering. Bring your own projects for discussion.

Nelson: Silver King Campus \$300
Kai Korinth
10 classes: Oct. 6-Dec. 8, Tue. 6:30-9:30 pm



CCNA 1: NETWORKING FUNDAMENTALS

Learn the Basics of Ethernet Technology, TCP/IP networking protocols, Networking media, IP addressing, and Routing. It is the only prerequisite for all of the courses in the CCNA program. Manual extra.

Trail Campus \$895
Dave Sweetnam, Sysmart Training Group
18 classes: Sept. 21-Nov. 25, Mon. & Wed.
6:30-9:30 pm

CCNA 2: ROUTING AND ROUTING BASICS

Learn the basics of configuring routers, routing protocols, further TCP/IP details, Access Control Lists, and network troubleshooting skills. Text is online.

Trail Campus \$895
Dave Sweetnam, SySmart Training Group
18 sessions: Nov. 30-Feb. 10, Mon. & Wed.
6:30-9:30 pm (no classes Dec. 21-Jan. 1)

COMPUTER MAINTENANCE FOR BEST PERFORMANCE

Over time, computers slowdown and sometimes grind to a halt. Learn to keep your computer up and running at optimal speeds with anti-virus software, scheduled backups and regular systems maintenance.

Nakusp Centre \$36
Marilyn Rivers
1 class: Nov. 21, Sat. 9 am-noon

COMPUTER PURCHASES DEMYSTIFIED

What to buy a desktop or laptop? Do I need a video card? How much memory do I need? What operating system do I require? Come to this workshop and leave with the answers. Find out what all the numbers mean. Examine a variety of brands of computers on the market and identify the features that you need.

Kaslo Centre \$36
Eric Moon
1 class: Nov. 7, Sat. 1-4 pm

COMPUTERS: KNOW YOUR COMPUTER & WHAT IT CAN DO

Learn basics for working with computers. Get comfortable with operating programs and organizing files. Modules are for "newbies" and taking them as a series is recommended. The manual is \$35 and is used for all four modules.

KNOW YOUR COMPUTER AND WHAT IT CAN DO - PREP FOR THE TRUE BEGINNER

Designed for the "computer-phobic," this course offers a VERY gentle introduction to computer basics that will prepare students with absolutely no computer experience for the "Know Your Computer and What it Can Do" series.

Grand Forks Campus	\$48
Judi Thomas	
2 classes: Sept. 29 & Oct. 1, Tue. & Thur.	
12:30-2:30 pm	

MODULE I: PC AND WINDOWS BASICS

Understand what a computer system is and become better informed when looking to buy one. Find out what "booting up" is and how to shut down. Learn about windows, how to use the mouse, desktop, icons, files and folders.

Castlegar Campus	\$30
Bev Horst	
1 class: Oct. 8, Thur. 6-8:30 pm	
Grand Forks Campus	\$30
Judi Thomas	
1 class: Oct. 6, Tue. 12:30-3 pm	
1 class: Oct. 28, Wed. 6:30-9 pm	
Midway, BCSS	\$30
Wolfgang Schmidt	
1 class: Oct. 7, Wed. 6:30-9 pm	
Nakusp Centre	\$30
Marilyn Rivers	
1 class: Sept. 28, Mon. 9-11:30 am	
Nelson: Silver King Campus	\$30
Brenda Wiest	
1 class: Sept. 29, Tue. 6-8:30 pm	
Trail Campus	\$30
Marg Poohachoff	
1 class: Oct. 14, Wed. 6:30-9 pm	

MODULE II: WINDOWS TOOLS AND FILING

Learn what files and folders are, how to recognize the parts of a window, how to save files, and the difference between the A, C, and D drives. Learn about My Computer, My Documents and Windows Explorer. Find out about help, search, control panel, and how to customize the desktop.

Castlegar Campus	\$30
Bev Horst	
1 class: Oct. 15, Thur. 6-8:30 pm	
Grand Forks Campus	\$30
Judi Thomas	
1 class: Oct. 8, Thur. 12:30-3 pm	
1 class: Nov. 2, Mon. 6:30-9 pm	
Midway, BCSS	\$30
Wolfgang Schmidt	
1 class: Oct. 14, Wed. 6:30-9 pm	
Nakusp Centre	\$30
Marilyn Rivers	
1 class: Oct. 5, Mon. 9-11:30 am	
Nelson: Silver King Campus	\$30
Brenda Wiest	
1 class: Oct. 1, Thur. 6-8:30 pm	
Trail Campus	\$30
Marg Poohachoff	
1 class: Oct. 19, Mon. 6:30-9 pm	



MODULE III: WORKING WITH WINDOWS PROGRAMS

Get experience with the programs that come with windows, such as Notepad, games, calculator, paint, internet and email.

Castlegar Campus	\$30
Bev Horst	
1 class: Oct. 22, Thur. 6-8:30 pm	

Grand Forks Campus \$30
 Judi Thomas
 1 class: Oct. 13, Tue. 12:30-3 pm
 1 class: Nov. 4, Wed. 6:30-9 pm

Midway, BCSS \$30
 Wolfgang Schmidt
 1 class: Oct. 21, Wed. 6:30-9 pm

Nakusp Centre \$30
 Marilyn Rivers
 1 class: Oct. 19, Mon. 9-11:30 am

Nelson: Silver King Campus \$30
 Brenda Wiest
 1 class: Oct. 6, Tue. 6-8:30 pm

Trail Campus \$30
 Marg Poohachoff
 1 class: Oct. 21, Wed, 6:30-9 pm

MODULE IV: ORGANIZING YOUR FILES

Use My Computer and Explorer to organize and manage files and folders. Learn how to create, find, open, rename, copy and move items.

Castlegar Campus \$36
 Bev Horst
 1 class: Oct. 29, Thur. 6-9 pm

Grand Forks Campus \$36
 Judi Thomas
 1 class: Oct. 15, Thur. 12:30-3:30 pm
 1 class: Nov. 9, Mon. 6:30-9:30 pm

Midway, BCSS \$36
 Wolfgang Schmidt
 1 class: Oct. 28, Wed. 6:30-9:30 pm

Nakusp Centre \$36
 Marilyn Rivers
 1 class: Oct. 26, Mon. 9 am-noon

Nelson: Silver King Campus \$36
 Brenda Wiest
 1 class: Oct. 8, Thur. 6-9 pm

Trail Campus \$36
 Marg Poohachoff
 1 class: Oct. 26, Mon. 6:30-9:30 pm

EXCEL 2007: ESSENTIAL SKILLS

For those with little or no Excel experience. Learn to work with worksheets and workbooks to create, modify and format common business reports such as budgets, inventory reports, invoices and charts. Pre-requisite: Know your Computer Module 1-4 or equivalent. Manual extra.

Nakusp Centre \$36
 Marilyn Rivers
 1 class: Nov. 30, Mon. 9 am-noon



EXCEL 2007: LEVEL I

Create spreadsheets and charts, build worksheets, create simple formulas, functions and more. Manual \$35.

Castlegar Campus \$198
 Bev Horst
 3 classes: Nov 5-19, Thur. 8:30 am-3:30 pm

Grand Forks Campus \$198
 Judi Thomas
 6 classes: Oct. 6-22, Tue. & Thur. 6:30-9:30 pm

EXCEL 2007: LEVEL II

Use the AutoFill handle, create ranges of cells and sort lists, create a Web page from a worksheet, change cell size and alignment and use function analysis. Manual extra.

Grand Forks Campus \$198
 Judi Thomas
 6 classes: Nov. 3-19, Tue. & Thur. 6:30-9:30 pm

EXCEL 2007 MODULES

In the following 8 modules, learn to expand and enhance your knowledge of Excel you may take one or take them all. Manuals extra: Module 1 through 4 requires Excel 2007 Level 2 manual, module 5-8 requires Excel 2007 Level 3 manual.

Module I: Using Functions

Learn Math and Trigonometric, Statistical, Financial, Logical, Date and Time, Text, Information and Advanced Functions.

Trail Campus \$36
 Bev Horst
 1 class: Oct. 6, Tue. 6:30-9:30 pm

Module II: Working with Tables and Formatting

Learn to work with tables including named ranges, aligning cell contents, using format painter, cell styles, custom cell formats, conditional formats and more!

Trail Campus \$36
 Bev Horst
 1 class: Oct. 13, Tue. 6:30-9:30 pm

Module III: Working with Illustrations and Customized Charts

Learn shapes, SmartArt graphics, drawing objects, customizing charts, trendlines and auditing a worksheet.

Trail Campus \$36
 Bev Horst
 1 class: Oct. 20, Tue. 6:30-9:30 pm

Module IV: Working with Databases

Learn to work with Databases including filtering information, database functions, sorting, plus more!

Trail Campus \$36
 Bev Horst
 1 class: Oct. 27, Tue. 6:30-9:30 pm

Module V: Using Data Tools

Learn autofill, finding and replacing data, paste special, consolidating data, automatic subtotals, grouping data and converting text to columns.

Trail Campus \$36
 Bev Horst
 1 class: Jan. 25, Mon. 6:30-9:30 pm

Module VI: Preparing Online Documents

Learn to validate data, pick lists, circle invalid data, work with templates, use hyperlinks and save worksheets to HTML.

Trail Campus \$36
 Bev Horst
 1 class: Feb. 2, Tue. 6:30-9:30 pm

Module VII: Collaborating With Other

Learn to use comments, workgroup functions, protect your workbook and prepare for distribution.

Trail Campus \$36
 Bev Horst
 1 class: Feb. 9, Tue. 6:30-9:30 pm

Module VIII: Using Analysis Tools

Learn to use what-if analysis, goal seeking tools, solver, data tables and pivot tables.

Trail Campus \$36
 Bev Horst
 1 class: Feb. 17, Wed. 6:30-9:30 pm

To ensure the course you want
 doesn't get cancelled...

**DON'T WAIT!
 REGISTER EARLY!**

IT ESSENTIALS I

Get prepared for the CompTIA A+ certification examination. This desktop computer certification is the entry level requirement for many Human Resources departments and covers the basics of computer technology including hardware and operating systems. Online text required with lab work.

Trail Campus \$795
 Dave Sweetnam, Sysmart Training Group
 18 sessions: Sept. 29-Feb 2, Tue. 6:30-9:30 pm

MIGRATING TO OFFICE 2007: WORD, ACCESS AND EXCEL

Office 2007 contains many of the features available from earlier Office versions but differs significantly in the display of these features as well as how users access them. Learn the new location of many features and adapt to changes in how they work. The purpose of this course is specifically to address the needs of existing Office Users as they begin migrating to Office 2007. Register for all three classes for a discount—\$95. The same manual is used for all three classes. Manual is extra.

MIGRATING TO WORD 2007

Castlegar Campus \$36
 Marg Poohachoff
 1 class: Oct. 7, Wed. 9am-noon

MIGRATING TO ACCESS 2007

Castlegar Campus \$36
 Instructor TBA
 1 class: Oct. 14, Wed. 9am-noon

MIGRATING TO EXCEL 2007

Castlegar Campus \$36
 Bev Horst
 1 class: Oct. 21, Wed. 9am-noon

MICROSOFT OFFICE 2007 LAB

For those who have already completed any of our Microsoft Word, Excel or Publisher classes this term. A hands-on instructional lab with instructor available to assist with specific questions on documents you're currently working on (bring an electronic copy of your document to class). Pre-registration is required.

Nakusp Centre \$36
 Marilyn Rivers
 1 class: Dec. 7, Mon. 9 am-noon

MICROSOFT PUBLISHER 2007 BASICS

For those with little or no Publisher experience. Learn how you can start with and modify a pre-designed publication to create your own, professional-looking newsletter, brochures, business cards and more. Topics covered: add and revise text, columns and pictures, preview and print documents. Pre-requisite: Know your PC Modules 1-4 or equivalent PC experience.

Nakusp Centre \$36
Marilyn Rivers
1 class: Nov. 23, Mon. 9 am-noon

MICROSOFT OFFICE 2007

Learn all about Microsoft Office 2007, including Word, Excel and PowerPoint. Manual extra.

Grand Forks Campus \$120
Judi Thomas
4 classes: Oct. 16-Nov.6, Fri. 12:30-3 pm

Midway, BCSS \$120
Wolfgang Schmidt
4 classes: Nov. 12-Dec. 3, Thur. 6:30-9 pm

MIGRATING TO OFFICE 2007 AND WORD 2007

Office 2007 contains many of the features available from earlier Office versions but differs significantly in the display of these features as well as how users access them. Learn the new location of many features and adapt to changes in how they work. The purpose of this courseware is specifically to address the needs of existing Office users as they begin migrating to Office 2007.

Grand Forks Campus \$60
Judi Thomas
2 classes: Oct. 27 & 29, Tue. & Thur. 6:30-8:30 pm

POWERPOINT 2007

Explore its potential and create a short presentation. Prerequisite: Basic keyboarding and Windows skills. Manual extra.

Grand Forks Campus \$60
Judi Thomas
2 classes: Oct. 14 & 19, Mon. & Wed. 6:30-9 pm

QUICKBOOKS

Nelson: Silver King Campus \$198
Brenda Wiest
6 classes: Nov. 16-Dec. 2, Mon. & Wed. 6-9 pm

SIMPLY ACCOUNTING: LEVEL I

Learn the basic set up for charting accounts, initial journal entries, payroll, invoices, inventory

and job costing. Prerequisite: Windows experience and bookkeeping knowledge. Manual extra.

Grand Forks Campus \$198
Judi Thomas
3 classes: Nov. 13-15, Fri. Sat. & Sun. 9 am-4 pm

Kaslo Centre \$198
Brenda Wiest
3 classes: Oct. 31, Nov. 1, 8, Sat. & Sun.
9 am-4 pm

Nakusp Centre \$198
Brenda Wiest
3 classes: Oct. 17, 18, 25, Sat. & Sun. 9 am-4 pm

Nelson: Silver King Campus \$198
Brenda Wiest
6 classes: Oct. 19-Nov. 4, Mon. & Wed. 6-9 pm

Trail Campus \$198
Lisa Park
3 classes: Oct. 13, 20, 27, Tues. 9 am-3:30 pm



SIMPLY ACCOUNTING: LEVEL II

Learn more advanced functions of Simply Accounting like setting up data files and customizing settings, banking and credit cards, security, budgets, projects and inventory, advanced payroll features, and working with foreign currencies. Prerequisite: Simply Accounting Level I or basic operation experience. Manual extra.

Nakusp Centre \$198
Brenda Wiest
3 classes: Nov. 7, 8, 14, Sat. & Sun. 9-4 pm

WINDOWS

Learn everything your computer is capable of, including organizing and managing files and folders, customizing your computer and using basic programs.

Grand Forks Campus \$179
Judi Thomas
5 classes: Oct. 28-Nov. 16, Mon. & Wed.
12:30-3:30 pm

WORD 2007: LEVEL 1: ESSENTIAL SKILLS

For those with little or no Word experience. Learn to create and edit documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, preview and print documents. Pre-requisite: Know your Computer Module 1-4 or equivalent. Manual extra.

Nakusp Centre	\$36
Marilyn Rivers	
1 class: Nov. 9, Mon. 9 am-noon	

WORD 2007: LEVEL 2: BUILDING PRODUCTIVITY

Learn intermediate skills that can be combined with basic skills from Level 1 to create more complex documents. Learn about inserting pictures or shapes, setting up columns or tables, saving repetitive pieces of text or graphics for easy access at a later date, styles and templates. Pre-requisite: Know your Computer Module 1-4 or equivalent. Manual extra.

Nakusp Centre	\$36
Marilyn Rivers	
1 class: Nov. 16, Mon. 9 am-noon	

WORD 2007 MODULES

Module I

Introduction to Word 2007 screen, work with text and documents.

Grand Forks Campus	\$36
Judi Thomas	
1 class: Oct. 14, Wed. 12:30-3:30 pm	
1 class: Nov. 18, Wed. 6:30-9:30 pm	
Nelson: Silver King Campus	\$36
Brenda Wiest	
1 class: Oct. 13, Tue. 6-9 pm	



Trail Campus	\$36
Marg Poohachoff	
1 class: Oct. 28, Wed. 6:30-9 pm	

Module II

Manipulating and editing text, formatting characters and paragraphs.

Grand Forks Campus	\$36
Judi Thomas	
1 class: Oct. 19, Mon. 12:30-3:30 pm	
1 class: Nov. 23, Mon. 6:30-9:30 pm	
Nelson: Silver King Campus	\$36
Brenda Wiest	
1 class: Oct. 20, Tue. 6-9 pm	

Trail Campus	\$36
Marg Poohachoff	
1 class: Nov. 2, Mon. 6:30-9 pm	

Module III

Setting tabs and indents. Prerequisite: Understanding of Word and Word Processing.

Grand Forks Campus	\$36
Judi Thomas	
1 class: Oct. 21, Wed. 12:30-3:30 pm	
1 class: Nov. 25, Wed. 6:30-9:30 pm	
Nelson: Silver King Campus	\$36
Brenda Wiest	
1 class: Oct. 27, Tue. 6-9 pm	

Trail Campus	\$36
Marg Poohachoff	
1 class: Nov. 4, Wed. 6:30-9 pm	

Module IV - Headers and Footers

Creating headers and footers, preparing to print. Prerequisite: Understanding of Word and Word Processing.

Castlegar Campus	\$36
Marg Poohachoff	
1 class: Nov. 4, Wed. 9 am-noon	
Grand Forks Campus	\$36
Judi Thomas	
1 class: Oct. 26, Mon. 12:30-3:30 pm	
1 class: Nov. 30, Mon. 6:30-9:30 pm	
Nelson: Silver King Campus	\$36
Brenda Wiest	
1 class: Nov. 3, Tue. 6-9 pm	
Trail Campus	\$36
Marg Poohachoff	
1 class: Nov. 9, Mon. 6:30-9 pm	

WORD 2007: MACROS (TEMPLATES) AND MERGES

Learn the power of merges and macros and how they can produce professional-looking documents. Prerequisite: basic knowledge of Word 2007.

Castlegar Campus	\$36
Marg Poohachoff	
1 class: Oct. 28, Wed. 9 am-noon	
Nakusp Centre	\$36
Marilyn Rivers	
1 class: Nov. 14, Sat. 9 am-noon	

WORD IN DEPTH: LEVEL II

Create forms, letters, mail merge, object linking and embedding. Prerequisite: Level I or equivalent. Manual extra.

Grand Forks Campus	\$198
Judi Thomas	
TBA	

DIGITAL

ADOBE PHOTOSHOP FOR ABSOLUTE BEGINNERS

Photoshop can be an intimidating program for beginners and in this course we will show you how to get started. Photoshop is very useful to manipulate and create images. Whether you are altering photos or creating logos, this is an essential program for anyone considering desktop publishing or web design. Prerequisites: basic computer skills.

Grand Forks, GFSS	\$132
Dave Schneider	
4 classes: Nov. 18-Dec. 9, Wed. 6:30-9:30 pm	
Midway, BCSS	\$132
Dave Schneider	
4 classes: Oct. 30 & 31 and Nov. 6 & 7, Fri. & Sat. 9 am-noon	

ADOBE PHOTOSHOP - INTRODUCTION

Explore everything from the basics of image resolution and getting rid of red-eye to using more advanced tools such as the clone stamp, artistic rendering, colour correction, image and layer composition and preparing images for the web. Ideal for hobbyists or potential students for the Digital Media program at Selkirk College.

Nelson: Tenth Street Campus	\$132
Shane Hainsworth	
6 classes: Sept. 29-Oct. 15, Tue. & Thur. 6:30-8:30 pm	

ADOBE PHOTOSHOP - INTERMEDIATE

Create your own artwork! Focus on organizing projects and techniques to bring ideas and inspirations into reality. Learn about the layers palette, basic masking, adjustment layers, and filters. Completion of Intro. to Adobe Photoshop is recommended.

Nelson: Tenth Street Campus	\$88
Shane Hainsworth	
4 classes: Oct. 27-Nov. 5, Tue. & Thur. 6:30-8:30 pm	

ARCGIS DESKTOP INTRODUCTION

Learn fundamental concepts of Geographic Information Systems (GIS) and the common functions included in ESRI's ArcGIS® Desktop software. Explore the vast capabilities of ArcGIS Desktop tools. Learn to find geographic information, integrated GPS data, create and edit spatial data, design and create maps and use various geospatial tools to solve realistic problems. Textbook included.

Nelson: Silver King Campus	\$395
Mark van Giessel	
TBA	



BASIC COMPUTER SKILLS FOR DIGITAL PHOTOGRAPHY

Learn to import pictures, create, move and save files and folders and file management. Get the basic skills necessary for working with digital pictures or Adobe Photoshop. Previous Windows skills not necessary. This course is the same as Module 3 of Know Your Computer and What It Can Do.

Castlegar Campus Bev Horst 1 class: Oct. 29, Thur. 6-9 pm	\$36
Nelson: Silver King Campus Bev Horst 1 class: Nov 2, Mon. 5:30-8:30 pm	\$36
Trail Campus Bev Horst 1 class: Oct. 7, Wed. 6-9 pm	\$36

EDIT YOUR OWN VIDEO FOOTAGE

Want to learn more about the creative and technical aspects of editing video? Using both Soundtrack Pro and Final Cut Pro, you will learn how to create a DVD or web video from your original footage.

Nelson: Tenth Street Campus Amy Bohigian, Watershed Productions TBA	\$240
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GPS: BEYOND THE BASICS

Hands on exploration of recreational GPS and SPS tools. Discover various data sources, loading all types of data to/from GPS, use Google Earth and other online services with GPS, georeference your digital photos to share with others, geocaching and many other tools to maximize your GPS experience. Presented in an interactive format. Prerequisite: basic GPS skills. See Intro to Hand Held GPS.

Castlegar Campus Chris Gray 1 class: Oct. 7, Wed. 5:30-9:30 pm	\$48
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HOW TO USE YOUR DIGITAL CAMERA

Understand resolution and how to manipulate it to suit your needs. Get familiar with digital camera controls, put your camera to use in various conditions and share digital images. Bring your camera and manual.

Castlegar Campus Ed Chernoff 1 class: Oct. 7, Wed. 6-9 pm	\$36
Nelson: Silver King Campus Ed Chernoff 1 class: Oct. 19, Mon. 6-9 pm	\$36
Trail Campus Ed Chernoff 1 class: Oct. 6, Tue. 6:30-9:30 pm 1 class: Oct. 8, Thur. 6:30-9:30 pm	\$36



ORGANIZING AND EDITING YOUR PHOTOS WITH PICASA

Organize and fix your photographs with a free software program from Google. Learn how to download digital photographs and manipulate with easy to use editing and organizing features of Picasa. Find, fix, print and send your images on your computer to friends via email.

Castlegar Campus Jim Ford 1 class: Oct. 14, Wed. 6-9 pm	\$36
Nakusp Centre Marilyn Rivers 1 class: Nov. 14, Sat. 9 am - noon	\$36
Nelson, Silver King Campus Jim Ford 1 class: Dec. 9, Wed. 6-9 pm	\$36
Trail Campus Jim Ford 1 class: Nov. 18, Wed. 6-9 pm	\$36

PHOTO SLIDE SHOWS: ADDING PIZAZZ

Have you ever wanted to add narration, music, titles, and sound effects to organize your photographs? Explore transitions, titles, music and special effects. Create a slide show using images and music.

Castlegar Campus Jim Ford 1 class: Nov. 4, Wed. 6-9 pm	\$36
Nelson: Silver King Campus Jim Ford 1 class: Dec. 2, Wed. 6-9 pm	\$36
Trail Campus Jim Ford 1 class: Nov. 25, Wed. 6-9 pm	\$36

TAKING AND MAKING BETTER DIGITAL PICTURES

Learn to use all your digital camera functions and understand how they enable you to take better pictures. Go on an interactive photo shoot to really grasp what your camera can do and receive instructions to help you improve your photos. Afterwards we'll load the pictures onto the computer and learn some simple techniques to make them look even better.

Nakusp Centre \$40
 R. Lee Orr
 1 class: Oct. 3, Sat. 1-5 pm

TAKING BETTER DIGITAL PHOTOS

Want to get more from your digital camera? Explore basic features of digital cameras, file type size, downloading, editing, printing and shooting. Bring some digital photographs for discussion.

Castlegar Campus \$72
 Jim Ford
 1 class: Oct. 3, Sat. 9 am-4 pm

Trail Campus \$72
 Jim Ford
 1 class: Nov. 7, Sat. 9 am-4 pm



WORKING WITH DIGITAL PICTURES: PART I

Using Photoshop Elements 7, learn to load, edit and organize photos on your computers and understand resolution, file formats, resize and crop photos. Learn to manipulate photos to look better. Purchase Photoshop Elements 7 at a student discount rate.

Nakusp Centre \$100
 R. Lee Orr
 2 classes: Oct. 4, 11, Sun. 10 am-3:30 pm

WORKING WITH DIGITAL PICTURES: PART II

Using Photoshop Elements 7, learn to create photo collages, books, slide show, web galleries and panoramas. Pre-requisite: Working with Digital Pictures Part I or previous Photoshop experience.

Nakusp Centre \$100
 R. Lee Orr
 2 classes: Nov. 22, 29, Sun. 10 am-3:30 pm

WEB-BASED TRAINING

BLOG BASICS

Blogs (web logs) are effective communication tools for groups of people to keep in touch with each other, to publish journals or articles and to grow your online profile. Learn how to create a free blog site and how to post info.

Nelson: Silver King Campus \$33
 Anne Cavicchi
 1 class: Nov. 20, Fri. 3:30-5:30 pm

COMPUTER KEYBOARDING

Finding it slow to type an email or a letter? Get some practice, learn correct fingering techniques and how to continue improving.

Grand Forks Campus \$72
 Judi Thomas
 3 classes: Sept. 21-Oct. 2, Mon., Wed. & Fri. 12:30-2:30 pm

DESKTOP PUBLISHING

Did you ever want to create your own brochure or business card? This course will explore the techniques and guidelines that graphic designers use to guide a reader through any document or web page. This course could provide you with a useful skillset to use for creating pages containing text and graphics. Prerequisites: basic computer skills.

Grand Forks, GFSS \$132
 Dave Schneider
 4 classes: Oct. 14-Nov. 4, Wed. 6:30-9:30 pm

Midway, BCSS \$132
 Dave Schneider
 4 classes: Sept. 25 & 26 and Oct. 2 & 3, Fri. & Sat. 9 am-noon

EBAY BASICS

Earn \$\$\$ towards your dream purchase—find Bargains! Your imagination is your only limit! Learn tips and tricks to become confident and

knowledgeable with the eBay experience. You will learn internet safety and how to become a successful eBay. Familiarity with the computer and internet and an eBay account are required. Instruction sheet will be given upon registration.

Castlegar Campus \$72
Susan Field
TBA

Grand Forks Campus \$36
Judi Thomas
1 class: Nov. 7, Sat. 9 am-noon



EBAY BUYING

You've heard all about eBay-great bargains and hard-to-find items at your fingertips! Walk through the buying process, including safe financial transactions, the bidding process, proxy bidding and more.

Nelson: Silver King Campus \$36
Anne Cavicchi
1 class: Sept. 29, Tue. 6:30-8:30 pm

EBAY SELLING

You have a treasure in your attic, you just know it! You've heard the buzz about eBay, but don't know where to start. Learn how to set up an account, list your items for sale, correspond with potential bidders and complete the transaction when you have a successful bidder. Basic computer skills required. Experience buying on eBay or the Buying on e-Bay course are recommended.

Nelson: Silver King Campus \$54
Anne Cavicchi
2 classes: Sept. 30 & Oct. 7, Wed. 6:30-8:30 pm

To ensure the course you want
doesn't get cancelled...

**DON'T WAIT!
REGISTER EARLY!**

EBAY: HOW TO BUY & SELL

In time for Christmas! Learn how easy and safe it is to buy and sell on eBay from Susan Field, a past eBay employee. You'll learn Tips and Tricks to become confident and knowledgeable with the eBay experience. Prerequisite: familiarity with the internet and an eBay account. Instruction sheet given upon registration.

Trail Campus \$72
Susan Field
2 classes: Sept. 28, 30, Mon. & Wed. 6-8:30 pm
2 classes: Oct. 15, 22, Thur. 6-8:30 pm

FACEBOOK

Facebook is catching on faster than light speed! Learn how to navigate this revolutionary, web-based tool that helps you keep in touch with family and friends new and old. Must have basic computer skills and an email account such as gmail, hotmail, or Yahoo. Telus and Shaw accounts are OK if you know how to access them remotely.

Nelson: Silver King Campus \$33
Anne Cavicchi
1 class: Nov. 13, Fri. 3:30-5:30 pm

Trail Campus \$36
Lisa Vanness
1 class: Oct. 1, Thur. 6-9 pm

INTERNET & EMAIL BASICS

Gain experience surfing and searching the Web and sending and receiving emails. Learn about spyware, SPAM and viruses and what to do about them. Learn how to use email programs, email attachments, save and delete messages and much more.

Midway, BCSS \$60
Wolfgang Schmidt
2 classes: Oct. 19 & 26, Mon. 6:30-9 pm

LIBRARY ORIENTATION ONLINE

Learn how to use Selkirk's Library online to find books, magazines, journals, newspapers. Please pre-register.

Kaslo Centre Free
Judy Deon, Librarian
1 class: Oct. 7, Wed. 9:30-11:30 am

Nakusp Centre Free
Judy Deon, Librarian
1 class: Oct. 7, Wed. 1:30-3:30 pm

PUBLISH YOUR BOOK

Ever wondered about publishing a book? Using "Blurb" (a simple and smart program) anyone can be an author: every parent,

traveler, blogger, cook, photographer, poet, entrepreneur, pet owner...well, everyone (this means you.) Document a special family vacation or event, write a story, or create a picture book! We'll show you how to create, publish on line and even sell your book in this interactive workshop. You will have homework between sessions. Basic computer skills required.

Nelson: Silver King Campus \$88
 Anne Cavicchi
 3 classes: Nov. 10, 17, Dec. 1, Tue. 6:30-8:30 pm

SOCIAL MEDIA: IS "TWITTERING" FOR THE BIRDS?

What's the buzz about social networking and how do you "click in"? You can become part of the social networking revolution! Learn how to install, set up and use Twitter and Skype to get in contact with friends and family. Discover how blogging is an effective way to share your thoughts and how it can help improve your knowledge and network.

Trail Campus \$60
 Mark van Giessel
 2 classes: Nov. 3 & 5, Tue. & Thur. 7-9:30 pm
 2 classes: Nov. 17 & 19, Tue. & Thur. 7-9:30 pm

To ensure the course you want doesn't get cancelled...

**DON'T WAIT!
 REGISTER EARLY!**

SOCIAL MEDIA: WHAT IS IT & HOW DO I USE IT?

Learn how and why to use social media applications such as facebook, twitter, flickr, slideshare, youtube and myspace. Start connecting, advertising, sharing and engaging online.

Castlegar Campus \$24
 Dianna Ducs
 1 class: Oct. 28, Wed. 7-9 pm

WEB - DO IT YOURSELF

Module 1: Getting Started

Learn about domain name registrations, search engine keywords, website hosting and publishing, as well as "do-it-yourself" template options. Whether you plan to create a website yourself, or have someone do it for you, this class will help yet you started.

Nakusp Centre \$36
 Marilyn Rivers
 1 class: Nov. 28, Sat. 9 am-noon

Module 2: Creating Your Site

Learn how to create and link multiple documents for a basic website using Microsoft Word and HTML code, and how to publish to a web server. Bring electronic copies of photos or files you'd like to include on your website and you'll leave the course with a personal website ready to publish.

Nakusp Centre \$36
 Marilyn Rivers
 1 class: Nov. 28, Sat. 1-4 pm

GO SAINTS GO!

This September, the Selkirk Saints will embark on their third year of official league play. An extensive recruiting campaign, coupled with very promising local student-athletes, has created a positive and exciting outlook for the 2009-2010 season!

Support your local Selkirk Saints! Enjoy a volleyball or hockey game with your friends and family!

Visit selkirk.ca/athletics for full schedule details.



registration information

BOUNDARY CAMPUS | GRAND FORKS

boundaryce@selkirk.ca
486 72 Avenue, Box 968
Grand Forks BC V0H 1H0
Tel 250.442.2704
Fax 250.442.2877

CASTLEGAR CAMPUS

castlegarce@selkirk.ca
301 Frank Beinder Way
Castlegar BC V1N 4L3
Tel 250.365.1208 toll-free 1.888.953.1133
Fax 250.365.3929

KASLO LEARNING CENTRE

kasloce@selkirk.ca
421 Front Street, Box 1149
Kaslo BC V0G 1M0
Tel 250.353.2618
Fax 250.353.7121

KSA: KOOTENAY SCHOOL OF THE ARTS

artsce@selkirk.ca
606 Victoria Street
Nelson BC V1L 4K9
Tel 250.352.2821 toll-free 1.877.552.2821
Fax 250.352.1625

NAKUSP LEARNING CENTRE

nakuspc@selkirk.ca
311 Broadway, Box 720
Nakusp BC V0G 1R0
Tel 250.265.4077
Fax 250.265.3195

NELSON/SLOCAN VALLEY:

SILVER KING CAMPUS

nelsonce@selkirk.ca
2001 Silver King Road
Nelson BC V1L 1C8
Tel 250.352.6601 toll-free 1.866.301.6601
Fax 250.352.3180

NELSON/SLOCAN VALLEY:

TENTH STREET CAMPUS

nelsonce@selkirk.ca
820 Tenth Street
Nelson BC V1L 3C7
Tel 250.352.6601 toll-free 1.866.301.6601
Fax 250.352.5716

TRAIL CAMPUS

trailce@selkirk.ca
900 Helena Street
Trail BC V1R 4S6
Tel 250.364.5770
Fax 250.368.4983

READY TO REGISTER? | my course wish list

TITLE	PAGE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now, go to page 79 to complete the registration form!

registration form

name _____

address _____

_____ date of birth _____

tel _____ email _____

course title course location course start date fee

card# _____ expiry _____

signature _____

HOW TO REGISTER

OPTIONS

- Email, fax, call, or visit the campus offering your course—see page 78 for campus details.
- Complete this registration form.
- Choose payment method (cheque, Visa or MasterCard).

PAYMENT

PHONE/FAX: If you are paying by Visa or MasterCard, we can process your registration over the phone.

MAIL: Please send a completed registration form along with your cheque or money order.

IN PERSON: Feel free to drop by, but please call first to confirm your campus is open that day. Debit is available at most locations.

Please note that fees are payable upon registration. We cannot hold a space for you until fees have been paid.

POLICIES

CLASS CANCELLATIONS: If there are not enough registratons to cover the cost of instruction, the course will be cancelled and fees refunded in full. No classes are on Statutory Holidays.

WITHDRAWALS: Full refund will be given for withdrawals made 4 days prior to course start. 50% of the course cost will be refunded for withdrawals 1-3 days prior to course start.

INCOME TAX: Course fees totalling more than \$100 are income tax deductible. Keep your receipt as no duplicates will be issued.

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