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MICROSOFT

Microsoft Surface Tablet

Microsoft has recently released a new competitor to the tablet market. If you are thinking of purchasing a new tablet or an additional tablet, you owe it to yourself to come see what this new revolutionary tablet can do for you and compare it, hands on, to other tablets in the market. This one should be a hot commodity.

Introduction to Computers Using Windows

Perfect for beginners who are thinking of buying or have just bought a computer with Windows. This course provides an overview of PC hardware, software, and basic personal computer literacy terms. It also provides a solid foundation on which to build more advanced Windows skills. Basic Windows concepts will be presented for novice PC users and those of you who are new to the Windows OS.

Microsoft Word - Level 1

This class provides an introduction to Word for Windows. The student will explore Word, use the Office Assistant, learn basic document skills, use basic text editing, check spelling and grammar, and work with document views. The student will also learn how to print documents, envelopes, and labels. Tasks include character, paragraph, and document formatting; setting tabs; indenting paragraphs; and using numbers and bullets. The students will also learn how to work with headers and footers, use section breaks, and use online Help.

Microsoft Word – Level 2

This class covers the Mail Merge process. Tasks include using Mail Merge, modifying the data source and main documents, and creating mailing labels, envelopes, and catalogs. The students will also learn how to select and sort records, and use an external data source. This class covers using tables and lists in Word. Tasks include modifying tables, using table tools, sorting table data, and using formulas in tables. Students will also learn how to import Excel worksheets and work with lists.

Microsoft Word – Level 3

This class covers working with long documents. Tasks include formatting long documents, creating a table of contents and an index, and using bookmarks and notes. The students will also learn how to track revisions, use comments, create a table of authorities, enhance text, and create master documents.

MICROSOFT

Microsoft Excel – Level 1

This class introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, create simple formulas, copy and move data, and print worksheets. The student will also learn how to work with ranges and use the Office assistant, basic workbook skills, and page setup. This class introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, create simple formulas, copy and move data, and print worksheets. This class covers basic skills needed to prepare worksheets for publication. It includes tasks to format numbers, text, and cells. The student will also learn how to work with columns and rows, and use AutoFormat and Online Help.

Microsoft Excel – Level 2

This class covers basic techniques for managing large or multiple worksheets. It includes tasks such as using large worksheets, paste special, range names, labels in formulas, and multiple workbooks. The student will also learn how to manage worksheets and work with multiple sheets, outlines and HTML files. This class covers basic worksheet enhancements. It includes tasks to create and edit charts, and draw objects.

Microsoft Excel – Level 3

This class introduces the skills necessary for using worksheets as a database. It includes tasks to create databases, sort data, and work with the data form. Students will also learn how to use AutoFilter, advanced filters, and database functions.

Excel Level 3 also introduces the skills necessary for using advanced functions. It includes tasks such as creating data series, using lookup and logical functions, rounding numbers, and creating and using data labels, and how to protect worksheets and workbooks.

Microsoft Excel – Level 4

This class introduces the skills necessary for working with pivot tables. Tasks include creating, revising, and formatting pivot tables, and adding pivot table fields. Students will also learn how to change pivot table layout, group pivot table items, and use pivot table calculations and multiple ranges.

Excel Level 4 also introduces the skills necessary to utilize macros and customize toolbars and menus. It includes tasks to use, record, edit, and debug macros; to use the Personal Macro Workbook; create custom functions; toolbars, buttons, and macro button buttons; and create custom menus.

MICROSOFT

Microsoft Access – Level 1

This class introduces the skills necessary for setting up and using database tables in Access. It includes tasks to get started; create, edit, and work with tables; and set field properties. Students will also learn how to find, filter, and print data and use the Office Assistant. Skills necessary to use the querying, analyzing, and reporting capabilities of Access will also be introduced. It includes tasks such as using simple queries, modifying query results, and creating basic forms and reports.

Microsoft Access – Level 2

This class introduces students to more advanced features of tables and queries in Access. It includes tasks to modify tables, use operators in queries, creating relationships, and create query wizards. Students will also learn how to use advanced query wizards and database utilities; and set field properties. Students will be introduced to intermediate form and report techniques.

Microsoft Access – Level 3

This class introduces students to macros. Tasks include creating and using macros. Students will also learn how to use switchboards and create custom toolbars. This class will also work with advanced query designs, subforms, other form techniques and advanced report designs.

Microsoft PowerPoint – Level 1

This class introduces the skills necessary for developing presentations. It includes tasks to create slides, use the editing tools, and create a simple graph. The student will also learn how to print a presentation and use online Help. This class also introduces presentation techniques. It includes tasks to format text, arrange slides, work with multiple presentations, work with clipart and graphics, and create notes pages and handouts.

Microsoft PowerPoint – Level 2

This class covers working with the various graphic tools. It includes tasks such as using the drawing tools, editing graphs, and creating organizational charts. Students will also be introduced to tasks such as working with Slide Masters, selecting and editing color schemes, and customizing slide shows. The student will also learn how to embed and link objects in a presentation.

Microsoft Publisher

This course is designed to acquaint students with the proper procedures to create professional quality publications. Students will learn to create flyers, newsletters, brochures, business publications and business forms.

MICROSOFT

Microsoft Outlook

This comprehensive course is designed to provide students with the skills necessary to utilize most of the fundamental features within Microsoft Outlook. This includes, but is not limited to, identifying Outlook components, getting help, sending, receiving, viewing, replying, forwarding, tracking, recalling, and managing messages. Students will learn to use the Address Book, creating, editing and using address entries; creating, editing, and using distribution lists; using templates; creating, editing and inserting an AutoSignature; and working with file attachments. Emailing from Microsoft Office documents; inserting hyperlinks; saving, sorting, deleting, navigating, and flagging messages; creating, editing, deleting and using Rules; and using the Outlook scheduling features will also be introduced.

Web Page Development using Microsoft FrontPage

This course will introduce participants to developing and managing professional looking Internet or Intranet sites without programming. This course will discuss how to use wizards to generate web content. How to use different FrontPage views to plan, manage, and update web sites will also be discussed.

Microsoft Visio Professional Introduction

In this course, you'll learn fundamental skills while creating several types of diagrams using Visio. Students will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. Basic Visio techniques and shortcuts to enhance your productivity, and how to use the unique tools designed for each type of drawing will also be discussed.

Microsoft Visio Professional Advanced

In this course, you will work with many advanced features of Visio, including using the drawing tools; creating and working with custom stencils and templates; and sharing your Visio drawings with other applications. Students will learn how to fully utilize Visio's drawing features to create professional-looking drawings with increased efficiency. Each project gives you challenging business problems to solve while learning how to create diagrams. Many of the techniques demonstrate the most efficient ways to create diagrams and manage your drawings.

Working with Windows Media Player Workshop

Learn to Use Windows Media player to store your music, rip your music CDs, podcasts, pictures and transfer/sync to MP3 players and cell phones capable of holding MP3 music. Share your music with other computers and even purchase songs and eBooks from online media stores. Connect your Media Player to your stereo system and play your favorite songs on your system.

MICROSOFT

Using Windows Live Workshop

Windows Live has programs that you can download for free, for your PC, the web, and your phone to help you stay in touch with the people who matter most from anywhere. Windows Live Essentials is a suite of software applications that aims to offer integrated e-mail, instant messaging, photo-sharing, blog publishing, and security services. Essentials programs are designed to integrate well with each other, with the Windows operating system, and with other Windows Live web-based services such as Windows Live SkyDrive and Windows Live Hotmail, so that they operate as a “seamless whole”.

Make Your Windows Soar!

This class will teach you tips, tricks and hacks that turbocharge your PC. It will introduce you to proper Windows installs and talk about tweaks after you install. This class will also introduce you to free utilities that should be included in Windows to improve your OS.

Multiplatform Home Networking, Share Files with Windows XP, Vista, 7 and 8

This hands-on class will introduce the basic concept of networking for computer owners who wish to connect their PCs together. Through hands-on exercises, you will be able to get your Windows 7 or 8 computer to share printers and files with Windows XP and Windows Vista PCs and even with Macs. Wireless networking will also be covered. You may bring your own computers to this class.

Installing, Configuring, and Using Virtual PC

Have you ever wanted to download and install a program but was afraid of your system crashing or possible viruses? Have you ever need to run a game with many features or services temporarily suspended? Worried about accessing a Web Site that has potential Spyware and Cookies? How about testing a new OS or Program without damaging your current system performance or configuration? Using Virtual Machine, you can configure and test upgrades and installations, and avoid problems caused by minor differences between hardware platforms. You will learn how to install and use Virtual PC/Machine. The software will be given to each student to try and keep for their own personal use. You will have the convenience of switching between operating systems as easily as they switch between applications. Learn to pause individual virtual machines so they stop using CPU cycles on the physical computer. Also learn how to save virtual machines to disk and restore them at a later time

MICROSOFT

Creating a Drive Image/Ghosting Your Hard Drive

In this class you will learn to use software that can take an exact snapshot of your hard drive that can be easily restored if disaster strikes. If you ever wanted to install a larger hard drive without losing your information and restore your computer to the exact state it was in when the image was taken, this class will benefit you. Ghosting/Imaging is an excellent recovery tool because the system can be recovered within an hour or less, entirely avoiding the agony of spending days reinstalling Windows, all programs, manually coping any backed up data files, and customizing the system again.

Use your USB Drive(s) with APPS to GO

If you have a USB drive, we will show you many different uses of this storage device. Besides just copying files, you can use your mini drive for running application software. We will be showing you the many apps that are available for your USB drives. This class will help you use your USB drive for many other things other than just storing data.

How to use the Windows Recovery Console

This course will introduce the Microsoft Windows recovery console and its benefits. You will learn how to use the recovery console to enable you to repair a Windows installation, recover, change, or fix files or settings that may be causing their computer not to boot properly.

Cut, Copy and Paste Workshop

This class covers basic techniques for cutting, copying and pasting words, sentences, paragraphs and pictures from one page to another or one file to another. This class will help anyone having trouble with these techniques.

Copying and Moving Files Workshop

This class covers basic techniques for copying and/or moving files to another drive or folder including external drives, memory sticks and CD/DVD's. This class will help anyone having trouble with these techniques.

CERTIFICATIONS

Microsoft Office Specialist (MOS) Certification

This class is designed for the experienced Word, Excel, PowerPoint, Outlook, and Access user. We will focus on the skills necessary to pass the Microsoft (MOS) certification exam. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Whether you want to drive your career or increase your productivity on the job, earning the Microsoft Office Specialist (MOS) certification demonstrates the valuable expertise you need to succeed.

Windows 7 Enterprise Desktop Support Technician Certification

The Latest Microsoft Certification that proves that you have the skills to successfully support end users and to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. Become a Microsoft Certified Professional (MCP). MCITP Windows 7 Enterprise Desktop Support Technician certification is ideal for Windows desktop support technicians. With certification training at Z-Tech Enterprises, Inc., the student will learn to Manage and maintain Windows 7 systems, Identify and resolve network issues, Support Windows 7 mobile users, Identify and resolve security issues, and Troubleshoot and maintain Windows 7 clients. The MCITP Windows 7 Enterprise Desktop Support Technician certification candidate must pass two exams.

A+ Certification

A+ Certification is a testing program sponsored by CompTIA that certifies the competency of entry-level service technicians in the computer industry. Earning A+ Certification means that the individual possesses the knowledge and skills essential for a successful entry-level computer service technician position, as defined by experts from companies across the industry. Two exams are necessary to be certified. This class will help candidates prepare for these two exams.

Network + Certification

This course is designed as a complete package to prepare students for Network+, CompTIA's certification exam, and to provide a strong foundation in PC-based network software and hardware components. Network+ is intended as a student path for entering into networking, and the logical stepping stone to follow A+ certification. Course includes both lecture and hands on exercises mapped to CompTIA's Exam Blueprint for Network+.

IC3 Certification

The Internet and Computing Core Certification (IC³)

The Internet and Computing Core Certification (IC³) program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC³ ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. Upon completion of these classes you will be prepared to take 3 tests given by Certiport. (3 parts)

IC³ — Computing Fundamentals (Part 1)

This course covers the following areas:

Computer Hardware:

Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems

Identify the function of computer hardware components and common problems associated with individual components

Identify issues relating to computer performance and how it is affected by different components of the computer

Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home

Computer Software:

- Identify how software works and how software and hardware work together to perform computing tasks

- Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category

Using an Operating System:

Identify what an operating system is and how it works

Be able to manipulate and control the Windows desktop, files and disks

Be able to change system settings and install software

IC³ - Key Applications, Word Processing Using MS Word (Part 2)

This course covers the following areas:

Common Program Functions:

Be able to start and exit a Windows application and utilize sources of online help

Identify common on-screen elements of Windows applications, change application settings, and manage files within an application

Perform common editing and printing functions

Word Processing Functions:

Be able to format text and documents including the ability to use automatic formatting tools

Be able to add tables and graphics to a document

IC3 Certification

IC³ — Key Applications, Spreadsheets Using Excel (Part 2)

This class introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, create simple formulas, copy and move data, and print worksheets. The student will also learn how to work with ranges and use the Office assistant, basic workbook skills, and page setup. This class covers basic skills needed to prepare worksheets for publication. It includes tasks to format numbers, text, and cells. The student will also learn how to work with columns and rows and use AutoFormat and Online Help.

IC³ — Living Online (Part 3)

This course covers the following areas:

Networks and the Internet:

Identify network fundamentals and the benefits and risks of network computing

Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

Electronic Mail:

Identify how electronic mail works

Identify how to use an electronic mail application

Identify the appropriate use of e-mail and e-mail related "netiquette"

Using the Internet:

Identify different types of information sources on the Internet

Be able to use a Web browsing application

Be able to search the Internet for information

The Impact of Computing and the Internet on Society:

Identify how computers are used in different areas of work, school, and home

Identify the risks of using computer hardware and software

Identify how to use the Internet safely and legally

APPLE

Intro to the Apple Computer

Have you ever wanted to try the Apple computer system? You have probably heard a lot of wonderful things about the Apple computer, or you may have thought of switching over to an Apple computer. Do you own one, but you need some instruction using it? If so, this is the class for you. We will cover all of the basics of file and setting management, along with introductory tutorials on the programs that come packaged with a new Apple computer. **This class will cover the new Apple Mountain Lion Operating system, in addition to the Lion and OS X 10 Snow Leopard version.**

Apple Computer Level II

This class is for students who have some OS X, Apple Lion, or Mountain Lion experience, or have taken the Intro to the Apple Computer class and wish further exposure to the Apple system. Techniques on networking, sharing documents and music, and troubleshooting your Apple OS will be covered.

Upgrade Your Apple's Operating System

In this class you will learn how to upgrade your Apple's operating system from Snow Leopard to the new Apple Lion system. For a minimal fee, you can get your upgrade. Your system must have a Core Duo, i3, i5, or i7 processor and currently running Mac OS X 10 or higher. If you have an Apple Mac desktop or laptop, you can bring it to class and you can upgrade your system.

Using Your iPhone

Do you own an iPhone or thinking of purchasing one? This class will show you how to use the powerful features of your iPhone. You will learn about contact list, texting techniques, iCloud, downloading and synchronizing your music, pictures, and apps. We will look into the new Siri feature, Facetime, Camera and Video applications, along with many other concepts to make you take advantage of your mobile phone power. Now covers IOS 6.1 and iPhone 5. Come see what new features are available in this IOS. This class can also benefit the iPad user.

Using Your iPhone Level II

So, you bought the Apple iPhone and you think you're done exploring all of its amazing features? But do you know all the little secrets the Apple iPhone is hiding? All the cool little features they didn't tell you about? All the shortcuts and battery saving measures they didn't mention in the product guide? This class will cover many helpful tips and tricks meant to enable you to enjoy your shiny new gadget more than you ever thought possible. This class covers IOS 6.1 and iPhone 5 come see what advanced features are available in this IOS. This class can also benefit the iPad user.

APPLE

Apple iPad - Do I get one? Is it for me?

The Apple iPad is a revolutionary device and like those devices before it, ushers in a new era of exciting possibilities with how we create media, consume digital content, and stay connected through the web. During this class participants will learn how to use an iPad, connect it through iTunes, and download applications, podcasts, and eBooks. The future of learning is here, and with the Apple iPad you will have the opportunity to collaborate, communicate, and allow creativity to flourish like never before! Updated to cover the iOS 6 version.

Working with iTunes Workshop

Learn to Use iTunes to store your music, rip your music CDs, podcasts, pictures and transfer/sync to iPods and iPads. Share your music with other computers and even purchase songs and eBooks from the iTunes store. Connect your iTunes to your stereo system and play your favorite songs on your system. No more shuffling through CD's. Just search, select and play.

Apple iDVD and iMovie

If you own a Mac and want to learn about the DVD and Movie editing applications built into the Apple OS, you should take this class. Turn your home movies into professional looking DVDs. Edit with trailers, special effects, and themes. Capture, edit and burn your movies to DVDs to share with family.

Apple GarageBand for Recording Music

Are you a musician that would like to record your own music? Using Apple's low cost award winning recording studio software, this class will teach you how to record podcasts, connect your musical instrument(s) and microphone via USB, firewire, or interface to your Apple computer and start recording your songs. We will cover recording multiple tracks, loops, beats and burning a CD of your music.

Z-Tech is going Green!

Make Your Home or Business SMART AND GREEN

Take control of your home or Business! It's never been easier or more affordable to take control of your lights and appliances by remote, PC or even over the Internet. The Wireless Era is upon us – are you taking advantage of all it has to offer? This class will show you how to automate your indoor or outdoor lights, your bedroom, living room, kitchen, and even bathroom if you want! In this class we will discuss and display the different types of Smart Home software available. Learn to make sure that the system you choose is within your budget, is compatible with your computer, and has a relatively easy installation process. Smart House controllers could schedule the operation of heavy power consuming appliances (such as dishwashers, electric water heaters, and air conditioners) to take maximum advantage of off-peak electric rates. These adjustments could result in lower utility costs and a greener home.

Make Your PC GREEN

Chances are you spend a lot of time sitting in front of the keyboard, and a few small changes can go a long way toward reducing its negative impact on the environment. As an added bonus, **doing your part for the environment will save you money**. In this class we will discuss simple ways you can go green with your computer(s).

TAX Incentives for Making Your Home Green(er)

We will go online and show you how and where to research federal and state tax credits and incentives to make your home greener. If you are thinking of making your home a greener home or are just in the market for upgrading your homes appliances, windows, doors, heating and air etc, then why not be familiar with all the tax benefits you may have?

PC Upgrading and Repair with GREEN Concentration

This course will show you many ways to save money on upgrading and repairs of your PC. This course is designed to familiarize the personal computer owner with his/her machine. Before you spend another penny on upgrading or repairing your computer you should take this course. You will learn hands-on by solving hardware problems in class with instructor guidance. If you want to upgrade your current system you can bring it in to class and work on it. This class will cover which hardware can be replaced with lower energy/green components. We will work with software that will improve your energy consumption without sacrificing speed.

SECURITY

Home and Business Security Camera Surveillance Systems

In this class we will guide students toward the best possible and most economical type of PC and Standalone Camera Security Systems and Digital Video Recorders, based on their requirements and budgets. If you have an older PC why not convert it to a surveillance system. We will show where to purchase and how to install different systems and use the internet to monitor and see what is happening in your home or business. Many small businesses in your area are in need of Surveillance systems, this class can provide a great part or full time income.

Alarm Security Systems for Home and Business

The types of Alarm Security systems can drastically differ in price, features, and quality. In this class we will compare and setup/install different types of home-security systems. This class will help you find the system that best fits your household or business needs. Purchasing your own home or business-security systems, allows you to bypass the monthly fees if you use a non-monitored system or we will show you how to save in monthly fees for a monitored system.

INTERNET

Introduction to the Internet

If you ever wanted to access the Internet and browse through the World Wide Web (the Web), then this course is one you should attend. Tasks include working with the Internet, using electronic mail (email), mailing lists, downloading files, search engines, security issues, and newsgroups. Students will learn how to access the Internet; use a Web browser; navigate Web Sites; use basic search engine techniques; download files; bookmark favorite sites; customize Microsoft Internet Explorer and Netscape Navigator; understand Plug-ins and Viewers; access newsgroups; set up a Web-based email account; and understand security issues.

Store and Access your Music Online

We are living in the internet age-so what good is a music collection trapped inside your home PC? This class will show you how to use FREE software to liberate your music and stream and access it over the web. Imagine being at another location and wanting to listen to your music. Now you will be able to access you playlists and music library from anywhere you have internet access. Storing your music will also give you an important backup.

Download and Upload Videos and Music to and from YouTube

Learn to download any video from **YouTube**, and other popular video portals. This class will show you how to download and convert videos to play on your computer. Have you ever wanted to upload and share a video with friends and the rest of the world? This class will teach you how to upload to video portals.

INTERNET

Cloud Computing With a Web OS

With the help of a web-based OS (Cloud Computer), you can work on projects from any device without having to carry files with you. Just imagine being able to log into your computer files from anywhere. You will learn how to use the cloud to access a desktop with all your files and settings on almost any device that provides a web browser.

Using Web Cams and SKYPE to Communicate

This class covers basic techniques for communicating over the internet. Learn how to work with Skype to chat, using voice, text, and video conferencing. Do not pay any long distance phone calls to friends and family any more.

EMAIL WORKSHOP

This class covers the basic techniques in sending, forwarding, responding, and copying, emails. Updating your contacts; attaching files to your emails; saving attached files from emails you received; along with some protection measures on email security issues will be discussed.

Find Free and Hot Deals on the Internet

Never pay retail again! This class will show you how to use the internet to get the best deals possible on merchandise you currently purchase or planning on purchasing. From coupons, to rebates, to free and hot deals, we go over tricks used by thousands in finding the best prices.

The Best TV on the Web

Watching TV does not have to only come from the tube or box in your living room. What if you forgot to set your TiVo or DVR or VCR to record your favorite episode of Heroes? We will review and look at all the popular online sites for free streaming of millions of hours of television entertainment. Television entertainment has busted out of the TV and onto computer screens.

Store and Backup Your Files Online

We are living in the internet age-so why not backup your crucial files online? Now you will be able to access your files from anywhere you have internet access. Storing your files online will give you a remote backup. Depending on size needed, most students will be able to use free backup services.

Using Web Cams and Internet Messengers to Communicate

This class covers basic techniques for communicating over the internet. Learn how to work with Yahoo Messenger and MSN Messenger to chat, using voice, text, and video conferencing. Do not pay any long distance phone calls to friends and family any more.

INTERNET

Live Web Video Streaming “WebCasting”

Webcasting is a form of internet broadcasting. So what is internet broadcasting? Internet broadcasting is any type of broadcasting (audio or video media) that uses internet technology. In this class we will cover what PC, and internet services are necessary for live video streaming. We will look and compare the free services with the pay for services. We will setup a live WebCast in class.

Best Free Stuff for Your PC

We've collected amazing Web tools, such as tremendous PC utilities, Sensational Storage Essentials, programs for your social media, music and video managers, desktop downloads, and mobile must-have apps, to help you speed up your PC, share files and photos, fend off malware, entertain you brain, and more.

Introduction to Google Apps

Want a FREE software suite for word processing, spreadsheets, presentations, graphics, databases and more? Google Apps works on all common computers. It stores all your data in a standard format and can also read and write files from other common office software packages such as Microsoft Office (Word, Excel, PowerPoint, and Access) that costs hundreds of dollars. It can be downloaded and used completely free of charge for any purpose. We will learn how to use word processing and spreadsheet features of this program.

Using Newsgroups for Information and Downloading

Imagine downloading information, programs, eBooks, music, movies, etc., at blazing speeds. You have not used the internet capabilities until you explore and use newsgroups/usenets. You will be amazed with the internet and will see what is available to you from a different perspective. If you use the internet, you will be happy you took this course and viewed the information super highway from a different perspective.

Buy and Sell on Ebay and Craigslist

This class will introduce you to the wonderful world of buying and selling opportunities available to you by using Ebay and Craigslist. We will learn how to setup accounts and the tricks of setting up professional looking auction pages. Shipping and billing methods will also be addressed. Get ready to access a market of over 140,000,000 people waiting to buy your product or service!

Hypertext Markup Language (HTML) Programming

Students will learn how to create Web pages by writing HTML code. Understanding and using HTML language will give the participant insight on how to optimize the look and performance of Web pages.

INTERNET

Build a WebSite

This course will introduce participants to developing and managing professional looking Internet or Intranet sites without programming. This course will discuss how to use wizards to generate web content. How to use different free sites and software to create, plan, manage, and update web sites will also be included.

REV Up that NET Connection

Is your Internet connection as fast and trouble-free as it could be? Probably not. Is there something that you can do to make it better? Definitely. Whatever kind of connection you use, you can get more performance out of it. Our class tips cover dial-up, DSL, cable, satellite, and fixed wireless.

Using Flickr to Upload and Share your Photos

Flickr is one of the best online photo management and sharing applications in the world. Let us show you why! Flickr is a way to get your photos and videos to the people who matter to you. And since basic accounts are free, there's no reason not to explore further. We will show you how to create a Flickr account, upload photos from your desktop, send by email, or use your camera phone. We will use Flickr's editing tools, to get rid of red eye, crop a photo, or get creative with fonts and effects. We will explain how to organize your photos, using collections, sets, and tags. This class will also cover sharing your photos using groups and privacy controls.

Using SlingBox to watch your TV, DVD, DVR recordings while away from home on a laptop, desktop, and cell phone over the Internet:

This class shows you how to setup and use the Slingbox devices, you will learn how to watch and control any Audio/Video device including analog cable, a digital cable box, satellite receiver, digital video recorder (DVR), a DVD player, or even a still video camera from home. This incredible device, the Slingbox, gives you this ability. Imagine you are on a trip away from home, wouldn't it be nice to watch your local programming, a movie on your home DVD, even play a game from your games system at home, and display it on your laptop, cell phone, or desktop?

How, When and Why to Use REMOTE PC

Ever want to access a file, picture, music or program from you computer from anywhere? How about helping a friend fix problems without leaving your home? In this workshop, you will learn how to setup a remote PC so you will be allowed to securely access your Internet enabled office or home computer, from any location, in a few seconds. Upon completion of this course you will learn to use the free software available to access your computer and the many reasons for doing so.

INTERNET

Get MagicJack Plus and Replace your Phone Land Line

Do you want to save hundreds of dollars per year on phone bills? Then replace your current land line with the MagicJack Plus system. If you have internet at home you can use it to make free phone calls in the US. With this new Plus system you no longer need a computer running to use the MagicJack system. You can now plug the system directly to your router, also now you can transfer your current phone number. When you travel, take the MagicJack system with you plug into your laptop and internet connection, and have people call your home number without paying international or long distance fees. Do you have a relative that lives in another state or country? You can send them a MagicJack and they too can have a local number you can call. It even includes iPhone application. Students attending this class will be able to get the MagicJack Plus system at a discount price. MagicJack Plus service has received rave reviews and many people think it is the best Call Quality they have ever heard. The MagicJack Plus has added High Definition Voice, Free Directory Assistance, Call Waiting, Voicemail and Caller ID. Come to class and see the 2011 Product of the Year in action.

VOIP Technology

The use of the internet connection to make telephone calls is becoming more and more popular. To make this even more comfortable, many companies introduced cyberphones which enables you to phone for free over the internet without even having a phone line! The only thing you need is a PC, broadband internet connection, and the appropriate software. This software is FREE and can be downloaded on www.skype.com. You can also pay for unlimited calling services at nominal monthly fees and save lots of money on your current long distance phone bills.

Facebook , Twitter and MySpace Social Networking

This class will cover the basics of social networking. Join the craze and learn about these social networking sites and how to use them. Facebook is a global social networking website. Users can add friends and send them messages, and update their personal profiles to notify friends about themselves. Additionally, users can join networks organized by city, workplace, school, and region. With Twitter you can share and discover what's happening right now, anywhere in the world. See what people are saying about popular topics by the minute, day, and week. MySpace is a free online community composed of personal profiles aimed at a younger membership.

INTERNET

Google+ Social Networking Suite

Google Plus is much like Facebook, but it has some unique differences -- the ability to sort your contacts into different circles. Google Plus also has a feature called 'Hangouts', which is basically a glorified webcam chat room, and something called Huddle, which lets you do free group chat from your mobile. Google+ also has an advantage when it comes to uploading photos and videos. Instead of having to manually upload media to your computer, Google+ has an instant upload feature that lets you upload photos and videos automatically from your phone, saving you a little bit of time and hassle. Other features on Google+ include online hangouts that let you meet up with your contacts to create a spontaneous chat room, which could be useful for business meetings with remote employees or customers. You can choose from audio only, or video, if you have a webcam handy. Come to class and see what all the hype is about. You may like what you see!

DIGITAL MEDIA TECHNOLOGY

Mix Audio Music using Pro Tools LE

Are you a musician that would like to mix your music just like the professional music studios? Turn your computer into a music studio and make and mix your tunes into professional sounding CD tracks. Add instruments and voices one by one. Add special effects. This class will teach you how to become a music editor and show you how to work with the tools and software that makes it possible.

Photo Enhancing Using PhotoShop Elements

Did you ever want to learn how to enhance or repair photos? This class will teach you the fundamentals on how to take old, scratched, faded photographs and restore them to like-new condition by recreating and enhancing them digitally. Techniques on red-eye, cleaning, reducing, removing images, enhancing brightness, and color are discussed. This class also covers new techniques available on the latest edition of PhotoShop Elements 11.

Movie and Media Streaming

In this class you will learn how to use and experience popular movie streaming. We will cover subscription sites such as Netflix, Google TV, ROKU box, and also what is available for free streaming directly to your computer. We will also cover how to connect your computer to your TV to view on a bigger screen.

DIGITAL MEDIA TECHNOLOGY

Digital Camera 101 Tricks and Techniques

Are you using your digital camera's features or do you just point and shoot? This class will teach you about common tricks and features that most digital cameras have and how to put them to use and take better pictures with some understanding of your camera. You will also learn how to transfer your pictures to your computer, organize your photos, and make backup copies on disc.

Build Your Own Digital Video Recorder

Tired of shelling out hard earned cash to download the program listings of your DVR? Want to backup your videos but don't want to deal with the hassle of DRM (Digital Rights Management) files? This course will show you everything you need to know about the free and open source PVR alternative using your internet access. Build yours today! For under \$500 (or less if you use your current computer) you can build a computer that will record HDTV, schedule your favorite shows anywhere in the world, and allow you to back up and archive your standard or high definition content. You can have all this without having to pay a monthly subscription fee.

Converting Your LP Records and Tapes to CD's

Records and tapes wear out, and there is no better way to preserve your music than to convert your tapes and vinyl collections to CDs. Fortunately the process has become both easy and inexpensive. This class will show you the steps, procedures, software and hardware needed for converting. We will work with software to get better sound converting records & tapes to CD by eliminating pops, clicks, scratches, hums, and hisses!

Converting Home Videos to CD's or DVD's Using Adobe Premier Elements

If you have home movies or a library of tapes on VHS or VHS-c or 8mm, then you only have about 10 years to view them, and each year you wait the quality will degrade. Transferring your home movies to DVD or CD will ensure high quality for 50-100 years and is very affordable. This class will teach you the procedures and software necessary to transfer movies to these formats. With the growing demand of people wanting to preserve and organize their home movies, this class could lead into a prosperous part-time or full time business. We will be Using the New version of Adobe Premier Elements.

Introduction to iPod's and MP3 Players

With over 100 million sold and growing, this class will introduce you to the latest craze in music, data, video, software, internet storage, and viewing devices. In this class, we will bring you up to speed with how to use and understand the different types of technologies and variations of an iPod and/or MP3 player.

DIGITAL MEDIA TECHNOLOGY

Converting Home Videos to CD's or DVD's Using Pinnacle Studio

If you have home movies or a library of tapes on VHS or VHS-c or 8mm, then you only have about 10 years to view them, and each year you wait the quality will degrade. Transferring your home movies to DVD or CD will ensure high quality for 50-100 years and is very affordable. This class will teach you the procedures and software necessary to transfer movies to these formats. With the growing demand of people wanting to preserve and organize their home movies, this class could lead into a prosperous part-time or full time business.

CD-RW and DVD-RW Technology

This course will teach you how to burn music, backup data, photos, and video to CD-R's and CD-RW's, DVD-R's and DVD-RW's. We will be using ROXIO and NERO Burn software to introduce participants to these concepts. Audio and Video Codec's will be discussed, such as mp3 and mpeg2 technology. If you ever wanted to copy home movies, data, music, and digital images and wondered how it was done, this class is for you.

DVD SHRINK

Learn how to copy DVD's (even ones that do not fit on regular size DVDs). We will learn how to use DVD Shrink to fit them. Students will get this copy of software with this class.

How to Copy & Convert your Music or Movies to any Format

This class will explain the many different song and movie formats available, including the new HD and Blu-Ray, and their uses and purposes. Using free software, we will demonstrate how your music and movies can be converted to almost any format available. Understanding that we remain committed to paying artists for their work, this course is not developed for the purpose of violating copyrights, but to understand and educate you on the different formats and their purposes. When you purchase a song or movie you should have complete freedom to play it on all of your devices as many times as you like. Using conversion software, you will learn how transferring music or movies to different formats will allow playback on different devices.

Recovering Images From Memory Cards

If you have a digital camera and have taken pictures, or even lost some precious moments. this class will help you store or recover these pictures onto your PC and then organize and burn them on a CD.

DIGITAL MEDIA TECHNOLOGY

Make your own Ringtones

Most cell phones allow us to purchase and download music to use as a ringtone. In this class we will show you how to take music, make your own custom ring tone, and upload to your cell phone. Some cell phones restrict you from uploading personal greetings and tones. Check your manual first.

Animating CD's with Photos using PhotoStory

This course will teach you how to create and enjoy your memories on TV and share them with your friends and family. Showcase your photos with animation and songs using photo animation programs. Learn how to copy your photos to CD's or DVD's and have your memories digitized and/or backed up. Add personalized mp3 music and clipart animations to your photos. This can make a fantastic Christmas gift for family or friends.

Working with Digital Images using Scanners & Digital Cameras

This course is designed to equip you with the key skills, knowledge, and hands-on experience that you need in order to work with both still and animated computer image files efficiently and creatively. We will learn how to use digital cameras and scanners and their differences will be explained. How to install digital camera and scanner software and hardware to your computer; what to look for when purchasing a digital camera or scanner; and storage Media Cards such as SmarMedia, CompactFlash, Memory Sticks will be explored and explained. USB, Serial, Parallel and Firewire connectivity will be also discussed and practiced. At the end of the course you will have an understanding knowledge of the different types of electronic images and their characteristics, what digital media to use, and which types of images are most suitable for use in different contexts.

Understanding High Definition and How it Works in Your Home

We know that buying a TV, a satellite or cable receiver, connecting your stereo Dolby Digital receiver, 5.1, 7.1 surround sound, the different connections and cable types can be a stressful and confusing experience. What is HDTV? Does it matter if a program comes in at 720p, 1080i or 1080p? How do I get it? Do I need it? How do I connect all of it? This class will help you overcome all of these worries, doubts, and confusion. With lecture and instructor-led demonstrations and labs, this course will provide you with an understanding of these new digital media technologies and their uses and eliminate most, if not all of your HD questions.

Protect Your PC!

Virus Protection Workshop

With hundreds of new computer viruses every month, keeping anti-virus software up-to-date has never been so important. Despite this, the average computer user is usually unaware their workstation has been infected until they start to suffer the consequences of an attack from a virus, worm, or Trojan horse. This workshop gives attendees an opportunity to gain hands-on experience of viruses. It also presents practical methods to reduce and contain virus infections. This class will also show you how to get a free virus checker for your home PC.

Computer Security, Adware, and Spyware Workshop

Spyware, Adware and other code that lurks on hard drives has become so pervasive it's bedeviling home users, driving corporate technology managers to distraction, and has become the top complaint in customer service calls to computer makers. This workshop will help you learn how to detect and clean these types of parasites using free software you can download over the internet.

HARDWARE

PC Upgrade and Repair and Troubleshooting

This course will show you many ways to save money on the upgrading and repairs of your PC. This course is designed to familiarize the personal computer owner with his/her machine. Before you spend another penny on upgrading or repairing your computer you should take this course. You will learn hands-on by solving hardware problems in class with instructor guidance. If you want to upgrade your current system you can bring it in to class and work on it. **Now covers Windows 8 installation and troubleshooting.**

PC Building

If you ever wanted to see how a personal computer is put together and save money by building your own, this course is for you! In this course individuals will build a computer starting from the ground up. By building your own computer, you could save money and more importantly, learn how to add, upgrade or repair your PC since you built it. The Career Development Program will pay for the instructional fees. However as indicated, if you wish to purchase a hardware and software to build your computer this will be your responsibility. Students who do not want to purchase a computer but want to learn how to build one are still welcome. Z-Tech will provide some computers for training. *Now Includes Windows 8 installation and hardware requirements.*

HARDWARE

Building Shuttle PC and Entertainment PC Systems

Small form factor or mini-PCs are one of the latest trends for desktop computers. These small computers are able to pack the same amount of power as full size desktop tower PCs but in computers the size of a large shoebox or a pizza delivery box. Add in a processor, memory, hard drive and optical drive and these small systems are all ready to go. We will learn how to build a small form factor PC and also how to incorporate the digital entertainment hardware and software to the small form factor to build the ultimate family room/whole house entertainment system.

ALL ABOUT LAPTOPS

Students will learn to diagnose, troubleshoot, and repair laptops. These special computers require different techniques than desktop computers to be successfully repaired. Also learn to assemble and disassemble laptop computers. This class is 80% hands-on lab work!

Game Console Repair, Xbox, PlayStations and Wii

So before you give up hope for your broken game console there is another option. Why not learn how to repair or prevent costly breakdowns? This class will take you step-by-step through performing different repairs and upgrades. We will go through troubleshooting steps for different consoles and learn to diagnose what's wrong and what to do to fix it. The consoles covered are the Xbox and PlayStation systems along with the Wii.

BUSINESS AND FINANCE

Federal Tax Returns Using Turbo Tax

Learn how to finish your taxes in three easy steps. Each student will get a copy of TurboTax 2012 for their personal taxes. This course introduces the Turbo Tax forms and performs all calculations automatically. The Final Review finds missing information, overlooked deductions, and entries that could trigger audits. It also gives you money-saving tax advice for this year and next. Turbo Tax prints ready-to-file IRS approved forms on plain paper or, you could file your federal tax returns electronically to receive your refunds faster. Tax laws and regulations change frequently and their application can vary widely based upon the specific facts and circumstances involved. Users are encouraged to consult their own professional tax advisors concerning their specific tax circumstances. ICD, USW, Z-Tech, and Intuit, disclaim any responsibility for the accuracy or adequacy of any positions taken by users in their tax returns. The above mentioned are not liable for any in direct, special, incidental, or consequential damages (including damages for loss of business, loss of profits or investments, or the like), whether based on breach of contracts, breach of warranty, tort, (including negligence), product liability or otherwise.

HOW TO START AND STAY IN BUSINESS

If you are planning to start a business, are just starting a business, or maybe you are in business, this class is for you. Avoid common business mistakes that can cost you thousands of dollars. Good business practice does not happen by accident. Successful business people are not “lucky”. This class will provide information which is sure to reduce the expensive “learning curve” of business start-ups. Even if you have been in business for years, you need this “tune up” to keep the edge sharp. Don’t miss this opportunity to acquire and sharpen skills which will increase your potential, profitability, and pleasure in business.

Inventory Your Personal Belongings

We will use the Insurance Information Institutes FREE software to show you how to inventory your belongings. This app will allow you to create inventories for all of the rooms in your home. You can include information such as each item’s purchase date, serial number, price, and even a digital picture. Then make sure you save a copy of the inventory outside your home, maybe online.

Quicken

This course introduces Quicken’s usefulness for your home and personal financial management. Students will understand how to use the computer to keep track of their expenditures and income. Using Quicken, you will be able to have your computer print out checks and keep track of expenditures by categories. You will also be able to work with a computerized check register of which will prove useful in balancing bank statements. Online banking using Quicken will also be covered in this course.

BUSINESS AND FINANCE

QuickBooks Simple Start

QuickBooks is one of the most widely used small business accounting software in the market. **Simple Start** is the newest, quickest and easiest way to setup your small business accounting software. This class you will teach you how to write and print checks, create many types of reports including profit and loss, keep track of income and expenses, bank account reconciliation, accounts payable and receivable, and create and keep track of invoicing. Each student will receive a copy of the full-featured software to use and keep during and after class is completed.

CELL PHONE REPAIR

Cell Phone Repair Technician (TAP Class)

Global Mobile Phone Subscribers to Reach 4.5 Billion by 2012 - The explosive growth in cellular subscribers equal a greater need for well trained Technicians to meet the growing demand.

Classes are hands-on so you gain immediate confidence in doing repairs in the following topics.

How to replace broken Glass Digitizer, replace broken LCD, Step-by-step instructions on how to disassemble the iPhone, correct use of proper tools, and opening techniques to dismantle all makes and models of cell phones. Data transfer & recovery, Cell Phone Unlocking, Water Damage, Physical Damage, Phone Troubleshooting and Repair, Advanced soldering techniques on replacing components on Blackberry, HTC, LG, Samsung, Motorola and much more are covered in this class. Great extra or new income stream from cell phone repairs available for trained technicians. Take this class to tap into a multi-billion dollar market. Students can bring their own phones to class for repairs.

OTHER

AutoCAD LT

Have you ever wondered how a computer blueprint, mechanical drawing, or schematic is created with a computer? Then you should take this class. This class is geared for students with little or no prior experience using AutoCAD. The course will cover skills necessary for effectively creating and modifying a simple drawing. Starting with a new drawing, the user will learn to draw lines, rectangles, circles and arcs, erase, redraw and use Object Snap.

Keyboarding

Tired of typing with two fingers and looking for that character on the keyboard? Then this course is one you should attend. Students will learn the main parts of the microcomputer equipment, which they will be using for the class. Students should achieve typing all the letters of the alphabet, symbols, and punctuation keys without looking at their fingers. Speed and Accuracy Development exercises are gradually introduced in order to build necessary skills.

3d Landscape Design

Start with a photo of your home, and design your landscape with photo-realistic quality. With this class you are able to see and layout your landscape project before you plant along with exploring over 1200 plant and landscaping items to add to your outdoor project.

Ubuntu Free Operating System

Ubuntu is an operating system built by a worldwide team of expert developers. It contains all the applications you need: a web browser, office suite, media apps, instant messaging and much more. Ubuntu is an open-source alternative to Windows and is free. In this class we will learn how to install and use this operating system. Many manufacturers of PCs are offering this OS with their systems.

Introduction to Open Office

Want a FREE software suite for word processing, spreadsheets, presentations, graphics, databases and more? Open Office works on all common computers. It stores all your data in a standard format and can also read and write files from other common office software packages such as Microsoft Office (Word, Excel, PowerPoint, and Access) that cost hundreds of dollars. It can be downloaded and used completely free of charge for any purpose. We will learn how to use word processing and spreadsheet features of this program.