The Peirce College Knowledge Network

Peirce faculty members incorporate the latest business and technological advances in course delivery with extensive industry knowledge to offer a unique blend of theory and application. This dynamic combination of theoretical knowledge and industry practice translates into the day-to-day skills needed for career success.

Patrick Coyle, M.S.I.T., Ph.D.
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The Peirce College Knowledge Network

Peirce College introduces its Continuing Education Series in Technology to help those with non-technical backgrounds quickly gain basic skills for home or work. Programs are short, economical, and convenient. These workshops will introduce you to new subjects or enhance your knowledge in a particular application. Our program is perfect for job training or improving your skills at home.

The college that really works for working adults.

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The college that really works for working adults.
Technology made simple.

Increase your personal skills or advance your professional career with Peirce’s fast, focused, and highly affordable technology workshops. Completion of the two-hour workshops earns attendees a Peirce College Certificate and .2 CEUs (Continuing Education Units). Completion of the one-hour workshops earns attendees a Peirce College Certificate and .1 CEU (Continuing Education Unit).

Peirce College offers Continuing Education Credits (CEUs) that are based on program content, program length, and program completion. Credits are issued according to the International Association for Continuing Education and Training (IACET) guidelines and approval is at the discretion of individual licensing boards. One IACET CEU is awarded for each 10 clock hours of instruction (one clock hour = 60 minutes). Questions and concerns should be directed to individual professional licensing boards or agencies.

Register for all six workshops to receive a 20% tuition discount.

While you do not need a college degree or background in Information Technology to enroll, workshops are designed for participants with a basic level of competence with the technology or application.

SATURDAY, MARCH 10, 2012

10:00 am – 12:00 noon
Maximizing Your Smartphone
.2 CEU credits
Instructor: Brian Stokes, M.S., Ed.S., Ph.D. (candidate)
This is one class where you will not be asked to turn off your cell phone! This workshop will help owners of Android Smartphones to get more out of their operating systems, specifically the Android versions Froyo, Gingerbread, and ICS. To get more out of their operating systems, specifically the Android versions Froyo, Gingerbread, and ICS. This workshop will help you for hands-on practice.

Learning Objectives: At the conclusion of this workshop, you will be able to:
• Create a Mail Merge
• Utilize Reference tools
• Share documents for collaboration

1:00 pm – 3:00 pm
Setting up and Securing Your Home Network
.2 CEU credits
Instructor: Brian Stokes, M.S., Ed.S., Ph.D. (candidate)
This workshop offers an introduction to creating a secure home network, wired or wireless, specifying the equipment you will need, and providing basic setup tips. Prior to enrolling in this class, participants should be familiar with basic computer and Internet concepts.

Learning Objectives: At the conclusion of this workshop, participants will have a better understanding of:
• Fundamental networking concepts
• Configuring a home network
• Equipment required
• Home network security

3:15 pm – 4:15 pm
What's New in Windows 8?
.1 CEU credit
Instructor: Brian Stokes, M.S., Ed.S., Ph.D. (candidate)
The release of Windows 8 is just around the corner. Do the new and improved applications of Windows 8 justify the expense and effort of upgrading your operating system? This one-hour workshop will have experience with earlier versions of Windows. Prior to enrolling in this class, participants should be familiar with the Windows (XP Vista, or Version 7) desktop and Start menu.

Learning Objectives: At the conclusion of this workshop, participants will have a better understanding of:
• New Metro interface
• File management with the new Windows Explorer
• Windows 8 app store

SATURDAY, MARCH 17, 2012

10:00 am – 12:00 noon
Microsoft Word – Beyond the Basics
.2 CEU credits
Instructor: Patrick Coyle, M.S.I.T., Ph.D.
This workshop is designed for those who can create, modify, format, and print basic Microsoft Word 2003 or 2007 documents and want to learn more about the powerful tools that can be used to save time and effort.

Learning Objectives: At the conclusion of this workshop, participants will be able to:
• Share documents for collaboration
• Utilize Reference tools
• Create a Mail Merge

12:00 noon – 1:00 pm/Lunch break
Join faculty and classmates for boxed lunches and the opportunity to network on campus.

1:00 pm – 3:00 pm
Effective PowerPoint Presentations
.2 CEU credits
Instructor: Patrick Coyle, M.S.I.T., Ph.D.
Whether you are promoting your business to potential investors or clients or introducing an idea to members of an organization, holding your audience’s attention and making your point is critical. This workshop is designed for individuals who have worked in Microsoft PowerPoint 2003 or 2007, and want to improve the effect of their presentations.

Learning Objectives: At the conclusion of this workshop, participants will have a better understanding of:
• Using PowerPoint to support oral presentations
• Slides, graphics, and animations
• Effective presentation skills

3:15 pm – 4:15 pm
Time Management using Microsoft Outlook
.1 CEU credit
Instructor: Patrick Coyle, M.S.I.T., Ph.D.
Almost everyone uses it, but do you know how to make Microsoft Outlook work for you to improve your productivity? This workshop is for you if you are experienced using Outlook as an e-mail application, but want to take advantage of its other capabilities including the calendar, task manager, contact manager, note taking function, journal and web browsing.

Learning Objectives: At the conclusion of this workshop, participants will have a better understanding of:
• Message management including filters, dealing with spam, and archiving
• Meeting management including responding to meeting requests, determining busy/free times and room/resource reservations
• Calendaring including setting appointments, busy/free time, and sharing calendars
• Task management including using tasks to prioritize projects and incorporating tasks in the calendar

Get Peirce working for you.

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Learning Objectives:
At the conclusion of this workshop, participants will have a better understanding of:
• Smartphone security
• Apps
• Installing and removing apps
• Maintenance tasks
• Phone setup

Course Fee:
2-Credit Course: $145 – includes tuition, course materials, and boxed lunch.
1-Credit Course: $75 – includes tuition, course materials, and light refreshments.

12:00 noon – 1:00 pm/Lunch break
Join faculty and classmates for boxed lunches and the opportunity to network on campus.

1:00 pm – 3:00 pm
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• Using PowerPoint to support oral presentations
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• Effective presentation skills

*Prior to enrolling in these classes, participants should be able to use a computer keyboard and mouse, launch/close application programs, and have some knowledge of navigating the Windows environment to manage files and folders. These hands-on workshops will be delivered in a computer training room.

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