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Fall Computer Training Schedule Now Available

Lancaster – Ohio University Lancaster's Community and Corporate Learning Office has released its fall schedule of computer training courses. The courses are open to individuals and large groups from area organizations.

"Constant changes in technology mean the skills needed in the workplace are also constantly changing," said Community and Corporate Learning Interim Director Ron Cullums. "Ohio University Lancaster is not just for students pursuing a degree. We also offer this kind of continuing education for those already in the workplace or those who just want to learn a new skill."

The Fall 2014 line-up of computer training courses begins on September 5 with "Introduction to Microsoft Word 2010 – Level 1." Other courses include advanced levels of Microsoft Word, various levels of Microsoft Excel and classes that introduce students to Microsoft Access and Microsoft PowerPoint.

"Computer courses are offered at the Lancaster Campus and at off-campus locations, including places of work," said Cullums.

The courses are for one day starting at 8:30 a.m. and ending at 5 p.m. The cost of each course is $99.00 You can register by contacting the Community and Corporate Learning Office at 740-654-6711 ext. 249. The office is open Monday through Friday from 8 a.m. to 5 p.m.

Computer Training Courses

Constant changes in technology mean the skills needed in the workplace are also constantly changing. Computer courses are offered at the Lancaster Campus and off-campus locations, including places of work. We will train individuals or large groups from area businesses on the latest computer technology.

Fall Courses

Introduction to MS Word 2010 - Level I
Friday, September 5, 2014, 8:30 a.m.-5p.m.
Students enrolling in this course will learn the basics for creating and revising business documents using Word 2010. Topics include creating a basic document by using Microsoft Word, editing documents by locating and modifying text, formatting text, formatting paragraphs, adding tables to a document, and controlling a document's page setup and its overall appearance. Users of previous versions of MS Word also can benefit from this class. Prerequisites: Some basic keyboarding skills. Familiarity with personal computers also helpful. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Intermediate MS Word 2010 - Level II
Friday, September 12, 2014, 8:30a.m.-5p.m.
Students enrolling in this course will learn intermediate Word 2010 skills including managing lists, customizing tables and charts, customizing formatting with styles and themes, creating customized graphic elements, controlling text flow, using templates to automate document creation, perform mail merges, and using macros to automate common tasks. Users of a previous version of MS Word also will benefit from this class. Prerequisites: Basic working knowledge of MS Word. Introduction to MS Word 2007 Level I recommended. Instructor: Mike Kelley. Room: 445 Brasee Hall.   Cost: $99   (Cost includes textbook)

Intermediate MS Word 2010 - Level III
Friday, September 26, 2014, 8:30a.m.-5p.m.
This course will cover some of the more advanced features MS Word has to offer. Topics include collaborating on documents, managing document versions, reference marks and notes, simplifying the use of long documents, securing a document, and creating forms. Users of previous versions of MS Word also can benefit from this class. Introduction and Intermediate MS Word recommended. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Introduction to MS Excel 2010 - Level I
Friday, October 17, 2014, 8:30a.m.-5p.m.
Students will learn how to use an electronic spreadsheet to create basic worksheets and charts. After completing the course, students will be able to perform calculations, modify a worksheet, format a worksheet, print workbook contents, and manage large workbooks. Users of a previous version of MS Excel also will benefit from this class. Prerequisites: Some basic keyboarding skills. Familiarity with personal computers also helpful. Instructor: Mike Kelley.   Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Intermediate MS Excel 2010 - Level II
Friday, October 31, 2014, 8:30a.m.-5p.m.
Students will calculate with advanced formulas, organize worksheet and table data using various techniques, create and modify charts, analyze data using PivotTables and PivotCharts, and customize and enhance workbooks and the Microsoft® Office Excel® environment. Users of a previous version of MS Excel also will benefit from this class. Prerequisites: Basic working knowledge of MS Excel. Introduction to MS Excel 2010 Level I course recommended. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Intermediate MS Excel 2010 - Level III
Friday, November 7, 2014, 8:30a.m.-5p.m.
MS Excel III - In this class students will automate common Excel task, apply advanced analysis techniques to move complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. Topics include collaborating with other users, auditing worksheets, analyzing data, working with multiple workbooks, importing and exporting data, integrating Excel data with the web, and structuring workbooks with XML. Introduction and Intermediate MS Excel recommended. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Introduction to MS Access 2010 - Level I
Friday, November 21, 2014, 8:30a.m.-5p.m.
This course is for the new user of Access and assumes no experience with relational databases. The topics cover examining the basic database concepts, designing a simple database, building a new database with related tables, managing data in a table, querying a database using different methods, designing forms, and generating reports. Users of a previous version of MS Access also will benefit from this class. Prerequisites: Some basic keyboarding skills. Familiarity with personal computers also helpful.   Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Microsoft PowerPoint 2010
Friday, December 5, 2014, 8:30a.m.-5p.m.
Students will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. Topics covered include creating a presentation, formatting text on slides, adding graphical objects to a presentation, adding tables to a presentation, adding charts to a presentation, preparing to deliver a presentation. Users of previous versions of MS PowerPoint also will benefit from this class. Prerequisites: Some basic keyboard skills. Familiarity with personal computers also helpful. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes book)

About the Community and Corporate Learning Center

At Ohio University Lancaster Campus, the Community and Corporate Learning Center offers a wide variety of programs, courses and services to help you, your business and your employees keep up. University credit programs, business / industrial training, distance education, and noncredit classes are offered in several formats. We offer professional development opportunities for school teachers and others in the public and private sectors of the workforce. These classes and programs are offered throughout the academic year and summer.

Ohio University Lancaster Campus
1570 Granville Pike
Lancaster, OH 43130
740.654.6711

Ohio University Pickerington Center
12933 Stonecreek Dr
Pickerington, OH 43147
614.367.9371

The Ease of Registration....

By mail - mail the form included in this brochure with your payment

By phone - call 654-6711 (888-44-OHIOU), extension 249, and pay by VISA or MASTERCARD.
Register as soon as possible! Classes are small, and they fill up quickly.

Payment   Course payments are required with your registration. Pay with check, money order, VISA or MASTERCARD (no cash accepted). In order to receive a refund, you must cancel at least 48 hours prior to the start of the class or you may substitute another person in your place.

Books   Books required with courses will be given at the beginning of the course.

Leisure Learning   Students may take CREDIT classes for NONCREDIT on a space-available basis and at a reduced rate. Leisure Learning registration begins May 7, 2014 for Fall Semester.

Questions   Contact the Community and Corporate Learning Center at (740)654-6711, ext. 249. For your convenience, the Community and Corporate Learning Center is open Monday through Friday, 8a.m.-5p.m.

Registration Form:

Name _____

Address _____

City _____   State _____   Zip _____

Day Phone _____   Evening Phone _____

E-mail Address _____

I am registering for…

Course Name _____   Cost $ _____

Course Name _____   Cost $ _____

Course Name _____   Cost $ _____

Payment Options…

_____ Check/Money Order/Purchase Order enclosed.   _____ Charge to: _____ MasterCard   _____ Visa

_____   _____   _____
Credit Card Number   Exp. Date   Name (as it appears on credit card)

_____
Signature

Make checks payable to: Ohio University.
Mail to: Community and Corporate Learning Center, Ohio University Lancaster Campus, 1570 Granville Pike, Lancaster, OH 43130.

www.ohio.edu/lancaster | www.ohio.edu/pickerington