

Computer Courses Fall Quarter, 2009

Ohio University Lancaster Campus
Center for
Adult Learning



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Computers Don't Byte (A Course for the Beginner)

Friday, Sept. 11, 2009, 8:30a.m.-5p.m.

This course is for people who do not know how to use a computer and are not afraid to admit it! Our instructors are sensitive to the fact that it is difficult for some adults to take the first step toward understanding computers. Lecture material and hands-on interaction will acquaint the new computer user with what a computer is, how it has evolved, what it will do, and how it affects the way you live, work, and play. Instructor: Mike Kelley. Room: 219 Herrold Hall. Cost: \$140 60 Plus cost: \$120 (Cost includes textbook)

Introduction to MS Word 2007 - Level I

Friday, Sept. 18, 2009, 8:30a.m.-5p.m.

Students enrolling in this course will learn the basics for creating and revising business documents using Word 2007. 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: 219 Herrold Hall. Cost: \$145 60 Plus cost: \$125 (Cost includes textbook)

Intermediate MS Word 2007 - Level II

Friday, Sept. 25, 2009, 8:30a.m.-5p.m.

Students enrolling in this course will learn intermediate Word 2007 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: 219 Herrold Hall. Cost: \$145 60 Plus cost: \$125 (Cost includes textbook)

Introduction to MS Excel 2007 - Level I

Friday, Oct. 2, 2009, 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: 219 Herrold Hall. Cost: \$145 60 Plus cost: \$125 (Cost includes textbook)

Intermediate MS Excel 2007 - Level II

Friday, Oct. 9, 2009, 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 2007 Level I course recommended. Instructor: Mike Kelley. Room: 219 Herrold Hall. Cost: \$145 60 Plus Cost: \$125 (Cost includes textbook)

Introduction to MS Access 2007 - Level I

Friday, Oct. 30, 2009, 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 219 Herrold Hall. Cost: \$145 60 Plus cost: \$125 (Cost includes textbook)

Intermediate MS Access 2007 - Level II

Friday, Nov. 13, 2009, 8:30a.m.-5p.m.

Students will learn intermediate Access 2007 skills, including how to modify the design and field properties of a table, retrieve data from tables using joins, create flexible queries to display specified records, enhance the capabilities of a form, customize reports, and share data across different applications. *Users of a previous version of MS Access also will benefit from this class.* Prerequisites: Basic working knowledge of MS Access. Introduction to MS Access 2007 Level I course recommended. Instructor: Mike Kelley. Room 219 Herrold Hall. Cost: \$145 60 Plus Cost: \$125 (Cost includes textbook)

Microsoft PowerPoint 2007

Friday, Nov. 20, 2009, 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: 219 Herrold Hall. Cost: \$145 60 Plus cost: \$125 (Cost includes book)

Registration Form



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The following information is requested for state and federal reporting purposes only. Ohio University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Gender

- Male
- Female

Ethnicity

- Black, Non-Hispanic
- Hispanic
- Asian or Pacific Islander
- White, Non-Hispanic
- Nonresident Alien
- American Indian or Alaskan Native

Age

- 18-25
- 26-34
- 35-50
- 51-59
- 60+

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Course Name _____ Cost \$ _____

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Payment Options...

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Make checks payable to: Ohio University.

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The Ease of Registration....

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

By phone - call 654-6711 (888-44-OHIU), extension 249, and pay by VISA or MASTERCARD.

Register as soon as possible! Classes are small and they fill up quickly. No registrations will be taken at the class.

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.

60 Plus Program Persons 60 years of age or older may enroll in noncredit courses at a reduced cost. 60 Plus students may also take credit courses for noncredit on a space-available basis for free (please see description for Leisure Learning).

Leisure Learning Students may take CREDIT classes for NONCREDIT on a space-available basis and at a reduced rate. No Leisure Learning registration for Fall Quarter prior to Sept. 3, 2009.

Questions Contact the Center for Adult Learning at (740)654-6711, ext. 249. For your convenience, the Center for Adult Learning is open Monday through Friday, 8a.m.-5p.m. Ohio University Lancaster Campus's Information Desk is open 8a.m.-7p.m., Monday through Thursday and 8a.m.-5p.m., Friday.