

**Warren County Career Center
Adult & Community Education
3525 North State Route 48
Lebanon, OH 45036
(513) 932-8145**

**Main Campus Daytime Computer Classes
September 2009 – July 2010**

Microsoft® Access 2007 Basic (16 hrs.)

Introduction to database concepts, databases and tables, fields and records, data entry rules, basic queries, using forms, and working with reports. Textbook not included in tuition.

11/6/09-12/4/09	8:30 a.m.-12:30 p.m.	F	\$128
4/7/10-4/28/10	8:30 a.m.-12:30 p.m.	W	\$128

Microsoft® Access 2007 Intermediate (16 hrs.)

This course covers relational databases, related tables, complex queries, advanced form design, reports and printing, charts, pivot tables, and pivot charts. Textbook not included in tuition.

5/5/10-5/26/10	8:30 a.m.-12:30 p.m.	W	\$128
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Microsoft® Excel 2007 Basic (16 hrs.)

Introduction to spreadsheet concepts, entering and editing data, modifying and formatting worksheets, using functions, printing, creating, charts, and managing large workbooks. Textbook not included in tuition.

9/4/09-9/25/09	8:30 a.m.-12:30 p.m.	F	\$128
1/6/10-1/27/10	8:30 a.m.-12:30 p.m.	W	\$128
7/7/10-7/28/10	8:30 a.m.-12:30 p.m.	W	\$128

Microsoft® Excel 2007 Intermediate (16 hrs.)

Using multiple worksheets and workbooks, advanced formatting, outlining and subtotals, cell and range names, lists and tables, web and internet features, advanced charting, documenting and auditing, and templates and settings. Textbook not included in tuition.

10/2/09-10/30/09	8:30 a.m.-12:30 p.m.	F	\$128
2/3/10-2/24/10	8:30 a.m.-12:30 p.m.	W	\$128

Microsoft® Outlook 2007 Basic (8 hrs.)

This course covers e-mail management, contact management, tasks, appointments and events, and meeting requests and responses. Textbook not included in tuition. Discounts do not apply.

1/8/10-1/15/10	8:30 a.m.-12:30 p.m.	F	\$64
5/7/10-5/14/10	8:30 a.m.-12:30 p.m.	F	\$64

Microsoft® Outlook 2007 Intermediate (8 hrs.)

This course covers how to customize Outlook and work with address books, search and filter mail folders as well as work with personal, public, and offline folders and organize folders and set rules. Textbook not included in tuition. Discounts do not apply.

1/22/10-1/29/10	8:30 a.m.-12:30 p.m.	F	\$64
5/21/10-5/28/10	8:30 a.m.-12:30 p.m.	F	\$64

Microsoft® PowerPoint 2007 Basic (16 hrs.)

New presentations, formatting slides, drawing objects, graphics, tables and charts, modifying presentations, and proofing and delivering presentations. Textbook not included in tuition.

9/2/09-9/23/09	8:30 a.m.-12:30 p.m.	W	\$128
3/3/10-3/24/10	8:30 a.m.-12:30 p.m.	W	\$128

Microsoft® PowerPoint 2007 Advanced (16 hrs.)

This course covers custom options, graphic and multimedia content, customizing Smart Art graphics and tables, action buttons, custom slide shows, distributing a presentation, and integrating Microsoft™ Office files. Textbook not included in tuition.

10/6/09-10/27/09	8:30 a.m.-12:30 p.m.	T	\$128
4/6/10-4/27/10	8:30 a.m.-12:30 p.m.	T	\$128

Microsoft® Publisher 2007 Basic (16 hrs.)

Introductory course to create and edit publications, arrange text and pictures, work with master pages, flow text across text boxes, create facing pages layout, export publications to PDF, and prepare publications for commercial printing. Textbook not included in tuition.

11/4/09-12/2/09	8:30 a.m.-12:30 p.m.	W	\$128
2/5/10-2/26/10	8:30 a.m.-12:30 p.m.	F	\$128
7/9/10-7/30/10	8:30 a.m.-12:30 p.m.	F	\$128

Microsoft® Word 2007 Basic (16 hrs.)

Introductory course covering navigation and selection techniques, editing and formatting text, tables, page layout, proofing and printing documents, and graphics. Textbook not included in tuition.

10/7/09-10/28/09	8:30 a.m.-12:30 p.m.	W	\$128
3/5/10-3/26/10	8:30 a.m.-12:30 p.m.	F	\$128
6/2/10-6/23/10	8:30 a.m.-12:30 p.m.		

Microsoft® Word 2007 Intermediate (16 hrs.)

This course covers styles, sections and columns, formatting tables, printing labels and envelopes, templates and building blocks, graphics, managing document revisions, and mail merge. Textbook not included in tuition.

11/3/09-11/24/09	8:30 a.m.-12:30 p.m.	T	\$128
4/9/10-4/30/10	8:30 a.m.-12:30 p.m.	F	\$128
6/2/10-6/23/10	8:30 a.m.-12:30 p.m.	W	\$128

QuickBooks (16 hrs.)

This course covers how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, write and print checks, create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection. Textbook not included in tuition.

2/2/10-2/23/10	8:30 a.m.-12:30 p.m.	T	\$128
6/4/10-6/25/10	8:30 a.m.-12:30 p.m.	F	\$128