

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

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

Computer Basics (20 hrs.)

Students are introduced to the basics of Microsoft™ Windows, computer hardware, media, including CD's and flash drives, and metrics used in the computer industry. Textbook not included in tuition.

11/9/09-12/7/09	6:00-8:30 p.m.	M & W	\$160
5/4/10-5/27/10	6:00-8:30 p.m.	T & TH	\$160

e-Mail Basics using Microsoft™ Outlook 2007 (3 hrs.)

*Discounts do not apply.

12/9/09	6:00-9:00 p.m.	W	\$24*
5/17/10	6:00-9:00 p.m.	M	\$24*

Internet Basics (6 hrs.)

*Discounts do not apply.

11/14/09-11/21/09	8:30-11:30 a.m.	S	\$48*
5/10/10-5/12/10	6:00-9:00 p.m.	M & W	\$48*

Keyboarding (18 hrs.)

10/3/09-11/7/09	8:30-11:30 a.m.	S	\$144
4/10/10-5/15/10	8:30-11:30 a.m.	S	\$144

Microsoft™ Access 2007 Level I (20 hrs.)

Introductory course teaches students how to create simple databases, create and modify database objects, including tables, forms, reports, and queries. Textbook not included in tuition.

1/5/10-1/28/10 6:00-8:30 p.m. T & TH \$160

Microsoft™ Access 2007 Level II (20 hrs.)

Intermediate to advanced course teaches students how to utilize advanced commands to work with forms, reports, design tables, manipulate queries, and subforms and subreports. Textbook not included in tuition.

2/2/10-2/25/10 6:00-8:30 p.m. T & TH \$160

Microsoft™ Excel 2007 Level I (20 hrs.)

Introductory course teaches students how to work with worksheets and workbooks to analyze data using a variety of features to create, modify, and format common business reports such as budgets, inventory reports, invoices, and charts. Textbook not included in tuition.

9/14/09-10/7/09 6:00-8:30 p.m. M & W \$160
3/2/10-3/25/10 6:00-8:30 p.m. T & TH \$160
6/7/10-7/26/10 6:00-8:30 p.m. M \$160

Microsoft™ Excel 2007 Level II (20 hrs.)

Intermediate course teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in worksheets, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format. Textbook not included in tuition.

10/12/09-11/4/09 6:00-8:30 p.m. M & W \$160
4/6/10-4/29/10 6:00-8:30 p.m. T & TH \$160

Microsoft™ Outlook 2007 Level I (20 hrs.)

Introductory course teaches students how Outlook is structured, how to use the mail module to create, edit, format, and send messages as well as how to manage incoming messages, use of the calendar to schedule meetings, and the contacts module to create and edit a list of contacts. Textbook not included in tuition.

11/10/09-12/8/09 6:00-8:30 p.m. T & TH \$160

Microsoft™ PowerPoint 2007 Level I (20 hrs.)

Introductory course teaches students how to create presentations using a variety of commands, functions, and capabilities. Textbook not included in tuition.

1/4/10-2/1/10	6:00-8:30 p.m.	M & W	\$160
6/9/10-7/28/10	6:00-8:30 p.m.	W	\$160

Microsoft™ PowerPoint 2007 Level II (20 hrs.)

Intermediate course utilizing slide masters for a consistent look, animation schemes or customized animation, speaker notes or handouts, running or customizing the slide show, and how to use data for effective presentations.

2/3/10-3/3/10	6:00-8:30 p.m.	W & M	\$160
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Microsoft™ Publisher 2007 (18 hrs.)

This course covers creating publications, working with text and graphic objects, enhancing a publication, improving design, working with multiple pages, using advanced features, and creating web documents. Textbook not included in tuition.

2/6/10-3/13/10	8:30-11:30 a.m.	S	\$144
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Microsoft™ Word 2007 Level I (20 hrs.)

Introductory course teaches students how to create and edit documents, save, open, or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate text using features such as copy and paste, preview, and print documents. Textbook not included in tuition.

9/8/09-10/1/09	6:00-8:30 p.m.	T & TH	\$160
3/8/10-4/7/10	6:00-8:30 p.m.	M & W	\$160
6/8/10-7/27/10	6:00-8:30 p.m.	T	\$160

Microsoft™ Word 2007 Level II (20 hrs.)

Intermediate course teaches students skills that can be combined with basic skills to create more complex documents. Students will learn to insert pictures and shapes, set up columns of information, save repetitive pieces of text or graphics for easy access at a later date, and format styles and templates to produce professional-looking business documents. Textbook not included in tuition.

10/6/09-11/3/09	6:00-8:30 p.m.	T & TH	\$160
4/12/10-5/5/10	6:00-8:30 p.m.	M & W	\$160