Computer Training Courses

Fall Courses

Introduction to MS Word 2016 - Level I
Friday, September 7, 2018, 8:30 a.m.-5 p.m.

Students enrolling in this course will learn the basics for creating and revising business documents using Word 2016. 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 (includes textbook)

Intermediate MS Word 2016 - Level II
Friday, September 14, 2018, 8:30 a.m.-5 p.m.

Students enrolling in this course will learn intermediate Word 2016 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 2016 Level I recommended. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: $99 (includes book)

Advanced MS Word 2016 - Level III
Friday, September 28, 2018, 8:30 a.m.-5 p.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 (includes book)

Introduction to Excel 2016 Level I
Friday, October 5, 2018, 8:30 a.m.-5 p.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 Excel 2016 Level II
Friday, October 26, 2018, 8:30 a.m.-5 p.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 environment. Users of a previous version of MS Excel will also benefit from this class. Instructor: Mike Kelley. Room: 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Advanced Excel 2016 Level III
Friday, November 2, 2018, 8:30 a.m.-5 p.m.

In this class students will automate common Excel tasks, apply advanced analysis techniques to more 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. Users of a previous version of MS Excel will also benefit from this class. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Introduction to Access 2016 - Level I
Friday, September 9, 2018, 8:30 a.m.-12 p.m.

This course is for the new user of Access and assumes no experience with relational databases. The topics covered include creating 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 will also benefit from this class. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Introduction to MS PowerPoint 2016
Friday, November 16, 2018, 8:30 a.m.-5 p.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 and charts to presentation, and preparing to deliver a presentation. Users of a previous version of MS PowerPoint will also benefit from this class. Instructor: Mike Kelley. Room 445 Brasee Hall. Cost: $99 (Cost includes textbook)

Supervision 101
Friday, October 19, 2018, 9 a.m.-4 p.m.

Becoming a supervisor is a very difficult transition, especially for those promoted from within or for those that have not had supervisory training. Learn these topics from an experienced supervisor and university instructor: Expectations of supervisory behavior, differences between labor and management, communication skills, motivating employees, dealing with conflict, disciplining employees, delegation and more. Instructor: Ron Cullums. Room 414 Brasee Hall. Cost: $99

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.
The Ease of Registration....

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

By phone - call 740-681-3339, 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 August 10, 2018 for Fall Semester.

Questions  Contact the Community and Corporate Learning Center at 740-681-3339.  For your convenience, the Community and Corporate Learning Center is open Monday through Friday, 8 a.m.-5 p.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.

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