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.

Spring 2019 Courses

Introduction to MS Word 2016 - Level I
Friday, April 12, 2019, 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 book)

Intermediate MS Word 2016 - Level II
Friday, April 19, 2019, 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. 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, April 26, 2019, 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. 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)

Introduction to MS PowerPoint 2016
Friday, May 10, 2019, 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 May 17, 2019, 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 previous versions 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, May 24, 2019, 8:30 a.m.-5 p.m.
This in-class student 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, May 31, 2019, 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 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 will also benefit from this class. Room 405 Brasee Hall. Instructor: Mike Kelley.

Introduction to MS PowerPoint 2016
Friday, June 7, 2019, 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)

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.
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.

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 May 9 for Summer First Session and June 27 for Summer Second Session.

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.