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.

Winter Courses

Lancaster Campus Offerings

Introduction to Excel 2016 Level I
Friday, February 14, 2020, 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, March 6, 2020, 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)

Pickerington Center Offerings

Introduction to Excel 2016 Level I
Friday, February 7, 2020, 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: 111 Pickerington Center Building 1. Cost: $99 (Cost includes textbook)

Intermediate Excel 2016 Level II
Friday, February 28, 2020, 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: 111 Pickerington Center Building 1. 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.
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.

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...

_____ Introduction to Excel 2016 Level I - Lancaster - February 14
_____ Intermediate Excel 2016 Level II - Lancaster - March 6
_____ Introduction to Excel I 2016 Level I- Pickerington - February 7
_____ Intermediate Excel 2016 Level II - Pickerington - February 28

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 Pickerington Center, 12933 Stonecreek Dr NW., Pickerington, OH 43147