



# September-October 2010

## tech-reach Computer Classes



Evening classes at Elder High School's Schaeper Center **start at 6:00 p.m. & end at different times.** \*For the 5-session courses, the first 3 sessions are 2 hrs; the last 2 are only 1.5 hrs.

Each course fee (unless stated other wise) costs **\$10 (fee for total of sessions in course)**

Plenty of free parking, and on the bus line.

Enter Parking lot from 4005 Glenway Ave. or from 3900 Vincent Ave.

*See reverse side of this page for descriptions of courses & number of classes per course*

Days of Week	Room	Cost	September Courses	Time	Class sessions dates
Tues & Thurs	135	\$10	Computer Basics I	6:00 – 8:00* p.m.	Sep 14, 21, 23, 28, 30
Mon & Wed	133	\$10	Excel I (spreadsheet)	6:00 – 8:00* p.m.	Sep 13, 15, 20, 22, 27
Tues & Thurs	131	\$10	Word I (word processing)	6:00 – 8:00* p.m.	Sep 14, 21, 23, 28,30
Tues & Thurs	133	\$25	Adobe Photoshop Elements	6:00 – 8:00* p.m.	Sep 14, 21, 23, 28, 30

### Courses running 12 Sessions long from September through October

Days of Week	Room	Cost	Jun thru July Courses	Time	All 12 sessions dates per given course
Mon & Wed	134	\$0	Conversational English 12 sessions	6:00-7:30 p.m.	Sep 13, 15, 20, 22, 27, 29 Oct 4, 6, 11, 13, 18, 20
Tues & Thur	132	10/25	Conversational Spanish I 12 sessions	6:00-7:30 p.m.	Sep 14, 21, 23, 28, 30 Oct 5, 7, 12, 14, 19, 21, 26
Mon & Wed	135	\$10	Keyboarding (Typing) 12 sessions	6:00-7:30 p.m.	Sep 13, 15, 20, 22, 27, 29 Oct 4, 6, 11, 13, 18, 20

Days of Week	Room	Cost	October Courses	Time	Class sessions Dates
Tues & Thur	135	\$10	Computer Basics II	6:00 – 8:00*p.m.	Oct 5, 7, 12, 14, 19
Tues & Thur	133	\$10	Internet Basics	6:00 – 8:00 p.m.	Oct 5, 7, 12, 14
Mon & Wed	133	\$10	Excel II (spreadsheet)	6:00 – 8:00* p.m.	Oct 4, 6, 11, 13, 18
Tues & Thur	131	\$10	Word II (word processing)	6:00 – 8:00 p.m.	Oct 5, 7, 12, 14, 19
Mon & Wed	131	\$10	Power Point	6:00 - 8:00* p.m.	Oct 4, 6, 11, 13, 18

**To Register:** send payment with completed registration form to: **tech-reach**

For more information call Nancy Kinross at 921-3744 x 3636

**3900 Vincent Ave**

**Cincinnati OH 45205-1699**

*(Write check to: tech-reach)*

**Visit our website:**

**www.tech-reach.org**

Courses fill up quickly. Be sure your payment is received in the *tech-reach* office by **September 8 or sooner** to be assured a seat in a September course, and by **Sept 29** or sooner to be assured a seat in an October course

### Registration Form

Name (s) \_\_\_\_\_

Street \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Ph (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

List Course(s) & starting date of each course: \_\_\_\_\_

*Please Note: We do not confirm each registration but would call if there is a problem with your registration.*

## ***tech-reach* Computer Classes for Adults**

### **September-October 2010 Course Descriptions**

*\*Courses that are 5 sessions: the first 3 sessions are 2hrs each; last 2 sessions are 1.5hrs each.*

**Computer Basics I [Computers Classes for Beginners] (5 Sessions per course\*)** During this basic level, introductory class, students will learn the computer parts, how it works, how to use the mouse, keyboard, drives; file sizes; how to run programs, create, open and save files; and use the Windows Program.

#### **Computer Basics II (5 Sessions per course\*)**

In this follow up of Computer Basics I, students will learn some basic word processing skills; and know the basic concepts of spreadsheets, presentation software and databases.

#### **Microsoft Word I (5 Sessions per course\*) [Students must be well acquainted with the basics of the computer]**

Students will learn the basic skills necessary to begin using Word; learn how to create, edit, save and print documents; and how to format text, paragraphs, and pages. Also they will learn to create, & work with tables.

**Microsoft Word II (4 two-hour Sessions per course)** In this follow up course of Word I students will learn to work with styles and graphics; create mail merge and labels; use templates, work with columns and outlines.

#### **Microsoft PowerPoint (5 Sessions per course\*) [Must be well acquainted with the basics of the computer]**

Students will learn the basic skills necessary to begin using PowerPoint, a presentation software, and learn how to create, modify, and run a basic PowerPoint presentation.

#### **Microsoft Excel I (5 Sessions per course\*) [Students must be well acquainted with basics of the computer]**

Students will learn the basic skills necessary to begin using Excel, a spreadsheet software. They will learn to create calculations, using formulas. They will learn to create, edit, format, and print basic worksheets.

#### **Microsoft Excel II (5 Sessions per course\*) [pre-requisite: MS Excel I]**

Students will work with charts, functions (including text & date/time functions), work with advanced formatting and style; and work with multiple worksheet and workbooks.

#### **Conversational English (12 One & a Half Hour sessions)**

This course is ONLY FOR HISPANICS who need to learn to speak conversational English in everyday American life. In addition, students will learn in both Spanish and English basic computer skills.

#### **Conversational Spanish I (12 One & a Half Hour sessions)**

This course was designed for those who interact with, help Hispanics and need to learn to speak conversational Spanish to Hispanics who have not yet learned English. Those who wish to take this course for personal enrichment will pay \$25; those helping Hispanics will pay \$10.

#### **Internet Basics (4 two-hour sessions)**

During this basic level, introductory class, students will learn what the internet is, how to connect to it, what a browser is and how to use it to surf the internet, as well as tips and tricks for surfing, how to use search engines, and how to set up a free email account and use e-mail.

#### **Adobe Photoshop Elements & Image Manipulation (5 Sessions per course\*)**

Students will have an in depth exploration of image manipulation, altering & creating images, and preparing files for processing. Students will then create a Windows MovieMaker movie. **Pre-requisite:** students should be well acquainted with using a computer.

#### **Keyboarding/Typing (12 One & a Half Hour sessions)**

Students will learn touch typing on the computer keyboard and build speed and accuracy in order to increase chances for getting or moving up on job. Typing lessons using Mavis Beacon program are in English or Spanish language.